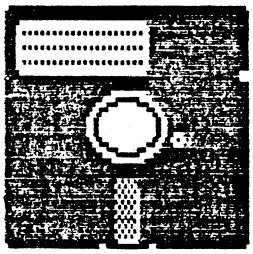
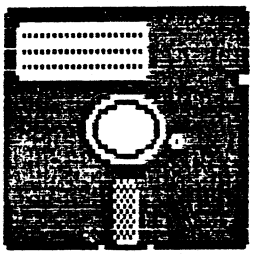
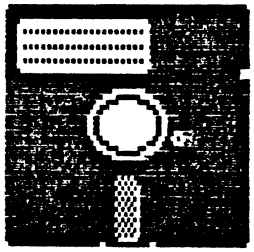
COMPUTER LITERACY

Freshman High School







name _____

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My philosophy on teaching Computer Literacy:

by BRENDA KING

We live in a highly technological society. Daily, the move is towards more technology in our workplace and in our homes.

In order to be functional, efficient and productive in the world we live in, we must be comfortable with computers. Computers are playing an ever increasing role in our every-day life styles. It is imperative that we all learn as much as we can about computers and the way they do things, so we can know their abilitiies and their limitations.

Computers are frightning to many people. Research has shown that the younger the student, the less reluctant the student is. At the ninth grade, some of the students will be apprehensive. Since boys are more likely to play video games than girls, in most cases, they probably will be less skeptical than girls.

My idea of presenting this course is to assume from the beginning that everyone will enjoy themselves. It should be fun! Because the idea is for student familiarity with the computer, there should be no need for homework, except to study for tests (usually every Tuesday). In class, the student will have as much time as possible to work with the computer. In most cases, the student will be working with a partner, using one computer.

As planned, the students will have one day a week to "make-up" computer work, missed due to absences. There will be one day for a quiz and the introduction of the next lesson. It is assumed that in four out of five days, the student will be interacting with the computer.

While studying computers, the student will be introduced to:

(1) languages and programming in Basic; FOUR WEEKS,
(2) use of a speadsheet; TWO WEEKS,
(3) use of a data base; TWO WEEKS,
(3) use of a word processor; TWO WEEKS,
(4) the history of the computer, including the development of hardware and software; FOUR WEEKS,
(5) the impact of the computer on our society now, and in the future and careers; THREE WEEKS.

This schedule is a loose one so as to be able to accomodate interruptions in the school calendar as well as alterations due to student need and interest.

When we study Spreadsheets, we will have a class candy sale. I have found this to be an excellent way to teach about spreadsheets. We will sell candy for .50 a box. No one has to sell candy or take part in the Candy Sale, it is not a requirement. Those who belong to the class that sells the most will go on a Field Trip to the USL Computing Centers.

The textbook we will use is COMPUTER LITERACY THROUGH APPLICATIONS by Dr. Barbara L. Kurshan. It is published by Houghton Mifflin Co. The copyright date is 1986 and it cost $14.95

This one half credit class, OR a one credit Computer Science OR a Word Processing Class is REQUIRED before you can graduate from a Louisiana High School. Do not waste your time in class, since you are required to have passed 23 of 24 credits to be graduated from a Louisiana High School. This is one class you MUST PASS to graduate. HINT: Come to school, do your assignments, turn them in on time, and study for tests... you will then pass the class easily....

Since it is almost impossible to do assigned classroom computer work while at home sick, the absent student will make up missed class work during class time on Monday. Should a student have missed so much work that there isn't enough time on Mondays to do the work, the Computer Lab is open on Thursdays from 2:30 - 3:45 for additional work time. The Lab is also open at least 15 minutes before bell time in the morning. The student who gets behind in class can also use the lab to get "caught up."

The student who is absent from class due to IN SCHOOL SUSPENSION will hand in written assignments completed in the Adjustment Center to assume the grade of the "hands on" work which has taken place during class time. Students are encouraged not to miss class due to being placed in IN SCHOOL SUSPENSION since they will miss valuable experience using the computer. This student is also responsible for getting notes if any were given during the missed classes.

If a student is absent on Monday, (s)he will be excused from the regular Tuesday Test. Any student present on Monday will take the Tuesday Test, since Monday can be used to get missed notes. This may be wavered if the student has been absent for more than a week, and returns to school on Monday.

The student who misses a Tuesday Test is expected to make up the Test on the first Monday after the test is missed. If a student fails to make up this test on the first Monday and is present on that day, five points will be deducted from the test grade. Each time a Monday passes and the student has not made up the test, 5 points will be subtracted from the test grade. It is the students responsibility to remind the teacher that a test is needed.

Students are to be seated in their assigned seats with their class books and materials when the bell to begin class rings. Failure to do so results in 5 demerits for tardiness.

Students are expected to respect the rights of others and to respect the equipment in the classroom.

The teacher will not allow candy eating, gum chewing or any kind of chewing or eating during class time. This includes chewing on sticks or pen caps, etc. There should never be any eating or drinking around the computers at any time.

It is the student's responsibility to complete any work which causes the (I) incomplete on the Report Card. All tests not taken and work not turned in will become a zero on the day the Report Cards are handed out. Any incompletes or "I's" on the Report Card will be changed to the grade in the gradebook on Report Card Hand Out Day.

Jobs should be turned in on the DATE DUE, however, you can turn in jobs up until the LAST DATE with points off. Jobs will not be accepted after the last date even if you are absent on the last date.

EXAM STUDY GUIDE DATE OF EXAM: _____

KNOW THE MEANING OF THE FOLLOWING TERMS. USE THE GLOSSARY OF YOUR TEXTBOOK. Please do not write in your book.

CHAPTER 1

analog computer
byte
character
computer literacy
data
digital computer
kilobyte
megabyte
memory
nanosecond

CHAPTER 2

arithmetic unit
central processing unit (CPU)
chip
control unit
CRT
cursor
disk drive
diskette
floppy diskette
function key
graphics tablet
hard copy
hard disk
hardware
input
integrated circuit
interface unit
joystick
keyboard
light pen
menu
modem
monitor
mouse
numeric keypad
optical character reader
peripheral
port
printer
printout
program
QWERTY layout
random access
read-only memory
read/write head
sequential access
silicon chip
soft copy
software
terminal
te

voice recognition device
voice synthesis

CHAPTER 3

application software
binary number system
bit
directory
disk operating system
documentation
double-sided disk
file
format
load
operating system
simulation
software piracy
submenu
system disk
user-friendly
write protect
write protect notch

CHAPTER 4

abacus
Analytical Engine
bug
debug
Differential Engine
ENIAC
MarkI
Pascaline
mainframe
mini computer
microcomputer
super computer
Stepped Reckoner
UNIVAC

CHAPTER 5

BASIC
computer language
END
error message
immediate mode (direct mode)
LET
LIST
NEW
PRINT
program mode
REM
RUN

statement
string variable
syntax
syntax error
string variable
numeric variable

CHAPTER 6
endless loop
FOR...NEXT
GOTO
IF...THEN
INPUT
interactive program

CHAPTER 7
assembly language
COBOL
FORTRAN
high-level language
Logo
machine language
Pascal

CHAPTER 8

buffer
daisy wheel
dictionary
document
dot-matrix printer
filename
justified
letter quality printer
LQ
NLQ
spelling checkers
tab stops
word processing program
word wrap

CHAPTER 9

alphanumeric
data base
DATA BASE MANAGEMENT SYSTEM
field
file
record

CHAPTER 10

address
cell
command line
edit line
electronic spreadsheet
forecast
prompt line
status area

CHAPTER 12
communications software
data bank
download
electronic mail

information sercie
local-area network (LAN)
network
on-line
telecommunications
telecomputing
terminal

CHAPTER 13

automatic teller machine
CAT scanner
computer-assisted instruction
optical scanner
robot
Universal Product Code

CHAPTER 14

artificial intelligence
expert system
superchip

BE FAMILAR WITH THE FOLLOWING FROM AN HISTORICAL PERSPECTIVE:

Blaise Pascal	Ada Lovelace
Herman Hollerith	Steven Jobs
Stephen Wozinac	Altair 8800
Eniac	Jacquard
Charles Babbage	Transistor
vacuum tube	Cray 1
Semore Cray	Grace Hopper

BE ABLE TO ANSWER THE FOLLOWING:

1. List 5 ways to properly handle a diskette.
2. What are the symbols used for multiplication and division.
3. Why is a Danish zero used? What does it look like?
4. What is a tutorial? A simulation? Drill and Practice? Utility?
5. List the generations of computer and the electronic devices used to control the electricity.
6. Name the language used by most micros.
7. What does ASCII stand for and why is it used?
8. List the kinds of computers from the largest memory to the smallest.
9. What are the difference between copyrighted software and public domain software?
10. Name the general class of application software that can replace a typewriter.
11. Name the general class of application software that can replace a filing cabinet.
12. Name the general class of application software that can replace accounting books in businesses.
13. What does the acrynom BASIC stand for?
14. What is the difference between a numeric variable and a string variable?
15. How do you delete a line in a BASIC program?
16. List 3 output devices.
17. List 3 input devices.
18. What does a spelling checker do?
19. What are the four parts of a computer system?

+

THE EXAM WILL BE 88 % MULTIPLE CHOICE. ONE SECTION WILL BE ON IDENTIFICATION OF HARDWARE. THERE WILL BE SOME LISTING ON THE EXAM.

+

TERMS IN THE LANGUAGE OF COMPUTERESE....

The terms defined here are not defined in the glossary of your text book. Please use the textbook glossary for definitions of words you are unsure of.

DEFINITION OF TERMS:

ASCII - American Standard Code for Information Interchange. The code programmers use for characters and symbols.

Backup - A second copy (diskette) of electronically stored material.

Boot - To start: "Boot the graphics program and print your graphs.

code - the written instructions in a computer program.

CPU - Central Processing Unit, the computer's main brain which controls all other parts and handles basic math and logic work.

debug - to correct mistakes in a program or in a piece of hardware.

directory - (DIR) on-screen list of files contained on the diskette.

prompt - symbol or word signalling that the computer is ready for action.

save - to take material which is in the temporary memory of the computer and record that information electronically on a diskette.

scroll - to move material on the screen up, down, left or right.

telecommunications - moving data electronically (over telephone lines usually) from one place to another.

REVIEW SHEET NAME _____

Place the Fundamentals diskette into A:. PRESS ANY KEY. Follow the directions until you get to the Table of Contents. Press <enter> when the pointer is pointing to YOUR COMPUTER. CHAPTER 3: Your Computer: Go through the program at your own pace and answer the following.

1. The brain of the Tandy 1000 is one small chip called the

_____ _____ _____ or (_____).

2. ROM means _____ _____ _____

3. RAM means _____ _____ _____

4. Ram is used by the CPU as a _____ _____

for your _____ and _____.

5. The CPU gets its _____ and _____ from a

_____ or the _____. For Permanent storage,

the _____ can write _____ on a _____.

6. Diskettes store _____ and _____

magnetically just as a cassette tape stores _____.

7. DOS stands for _____ _____ _____. It

is a set of programs that _____programs and data into

_____ on the diskette.

8. Give 4 ways to keep a diskette "healthy."_____

_____

_____

9. What does a WRITE PROTECT TAB do?

_____

10. Where do you place the write protect tab?

_____

11. How many built-in disk drives does your computer have? _____

12. What are 3 differences between a hard drive and a floppy drive?

_____

_____

_____

13. Which drive is the main drive? _____

14. What would a hard drive be labeled? _____

15. Give 3 parts of the Visible computer: _____

_____

16. Give 3 parts of the Inner Workings of the Computer _____

_____

17. After watching the READY to RUN part, What would you say controlls the total operation of the Computer?_____

> > > Select TANDY DOS.... Chapter 5

18.What do the letters DOS stand for?_____ _____ _____

19. What is a file? _____

_____

20. What is a record? _____

_____

21. How long can a DOS file name be? _____

22. What are 5 most often used DOS commands? _____

_____

23. What does A> tell you?_____

24. What does DIR stand for? _____ What does the DIR command do? _____

25. Does it matter if you use upper or lower case letters? _____

26. What does the DOS command FORMAT do? _____

_____

27. What does the COPY command do? _____

_____

28. What does ERASE do? _____

29. What does DISKCOPY do? _____

_____

30. What is your answer to situation 1? _____

31. What is your answer to situation 2? _____

TO LEAVE: EXIT FROM TABLE OF CONTENTS OR REMOVE DISKETTE AND RESET.

* * * EXPLANATION OF THE DISK OPERATING SYSTEM PROMPTS * * *

DOS- Disk Operating System This is just like a police station. The cops (DOS) directs traffic, and take care of business. The DOS does the same thing. It directs the "traffic" (operation) of the computer. DOS is obvious to the user when the SYSTEM PROMPT is visible.

The system prompt is the A> sign. The "A" symbolizes the disk drive that is in control at the time.

B> is a system prompt that shows the "B" drive is in control.

When directions are written, A: means the diskette should be in this drive. B: means the diskette is in B drive.

::::FORMAT::::

To FORMAT (get a disk ready to receive information for a specific brand name computer):

A: System Diskette
B: Diskette to be formatted

A> Format /s/v B: <ENTER>

THe /s tells the computer to add the DOS to the newly formatted diskette so it can be used as a "start up" or BOOTable diskette.
The /v tells the computer to let you add a name as the title of the diskette.

:::::COPY:::::

A> Copy filename.exe B: <ENTER>
The above direction will cause the computer to copy that file from A: to B:

A> Copy *.* B: <ENTER>
The above direction will cause the computer to copy all the files from A: to B:

::::::DISKCOPY::::::
Will format and copy everything on the diskette in A: to B:

A: SYSTEM DISKETTE
B: Diskette to be copied to
A> Diskcopy A: B:

DIR (Directory) shows a list of all the files (FILENAMES) that have been stored on the diskette.

A>DIR <ENTER>

JOB: A: Wave's diskette, A> dir <enter>....You will see columns of "STUFF." The columns stand for:
/Filename/ /kind of program / /MEMORY size of program/ /date/ /time/
/or language used/ /how much memory needed/ /saved/ /saved/

On loose leaf paper, put your name on the right, your number on the left, the date on the right. Copy everything you see on the screen onto your paper....in columns...turn it in when you finish.

SPECIAL KEYS FOR USING DESKMATE APPLICATIONS

The following are functions of the word processor and the keys to press to activate the functions:

BREAK: Discontinues operation and returns to the pervious level of operation. Use this if you press the wrong FUNCTION KEY.

CAPS: If light is on, all letters will be in capitals.

HOLD: When pressed, it stops the program. The computer acts like it is STUCK. Press the key again to start the program and move the cursor.

NUM LOCK: When the light is on, each key on the numeric keypad produces the number or symbol on the lower half of the key. The upper symbol is produced when the light is off.

SHIFT: Makes capital letter or upper symbol on the key.

FUNCTION KEYS:

F1: FIND: Finds words you tell it to in the document.

F2: SUBST: Substitutes... SEARCH AND REPLACE feature.

F3: ADD/REPLACE: in ADD mode, the leters or spaces are added.
in REPLACE mode, anything typed over is replaced.

F4:
F5: } will not be used
F6:

F7: SELECT: Defines, by highlighting, a section of the document for additional work to be done on it.

F8: COPY: copies highlighted section into the BUFFER of the computer so that section can be moved to another part of the document.

F9: DELETE: Deletes a character or a paragraph - deletes whatever is highlighted.

F10: INSERT: used with F8 to INSERT what has been COPIED into and wherever wanted in the document.

F11: Not used

F12: SAVE: Saves document and returns you to the MAIN MENU.

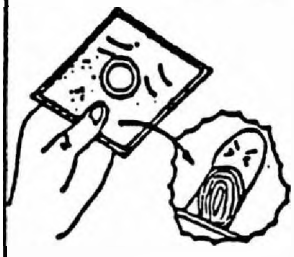
To return to A> at B>, type A: <ENTER>

To get into DeskMate, A> Desk <ENTER>

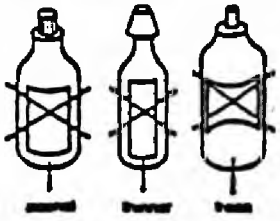
Floppy Disk Handling and Storage

Handling precautions to protect against possible failure

1. Do not touch disk surface. It is easily contaminated, which causes errors.



2. Do not use alcohol, thinners or lacon to clean disk.

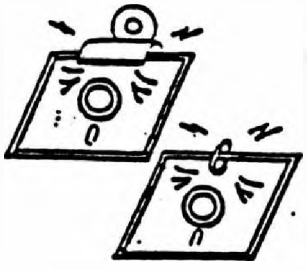


3. Do not use magnets or magnetized objects near the disk. Data can be lost from a disk exposed to a magnetic field.

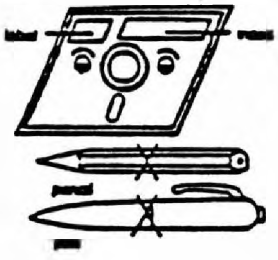
4. Do not bend or fold the disk.

5. Do not place heavy objects on the disk.

6. Do not use rubber bands or paper clips on the disk.

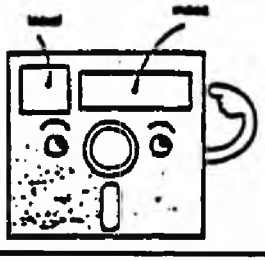


7. Do not write on disk label with pencil or ball-point pen. Use felt-tip pen only.



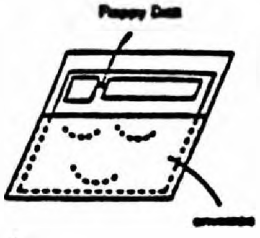
8. Do not use erasers on disk.

9. Do not use labels in layers.

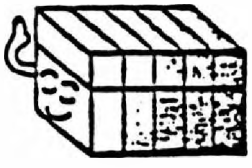


10. Insert carefully, by grasping upper edge and placing it into the drive.

11. Keep disk in its protective envelope when not in use.



12. Disks not being used should be stored vertically in their box.



13. Do not expose the disk to excessive heat or sunlight.

14. DO NOT EAT, DRINK OR SMOKE NEAR THE DISKETTES OR COMPUTERS.

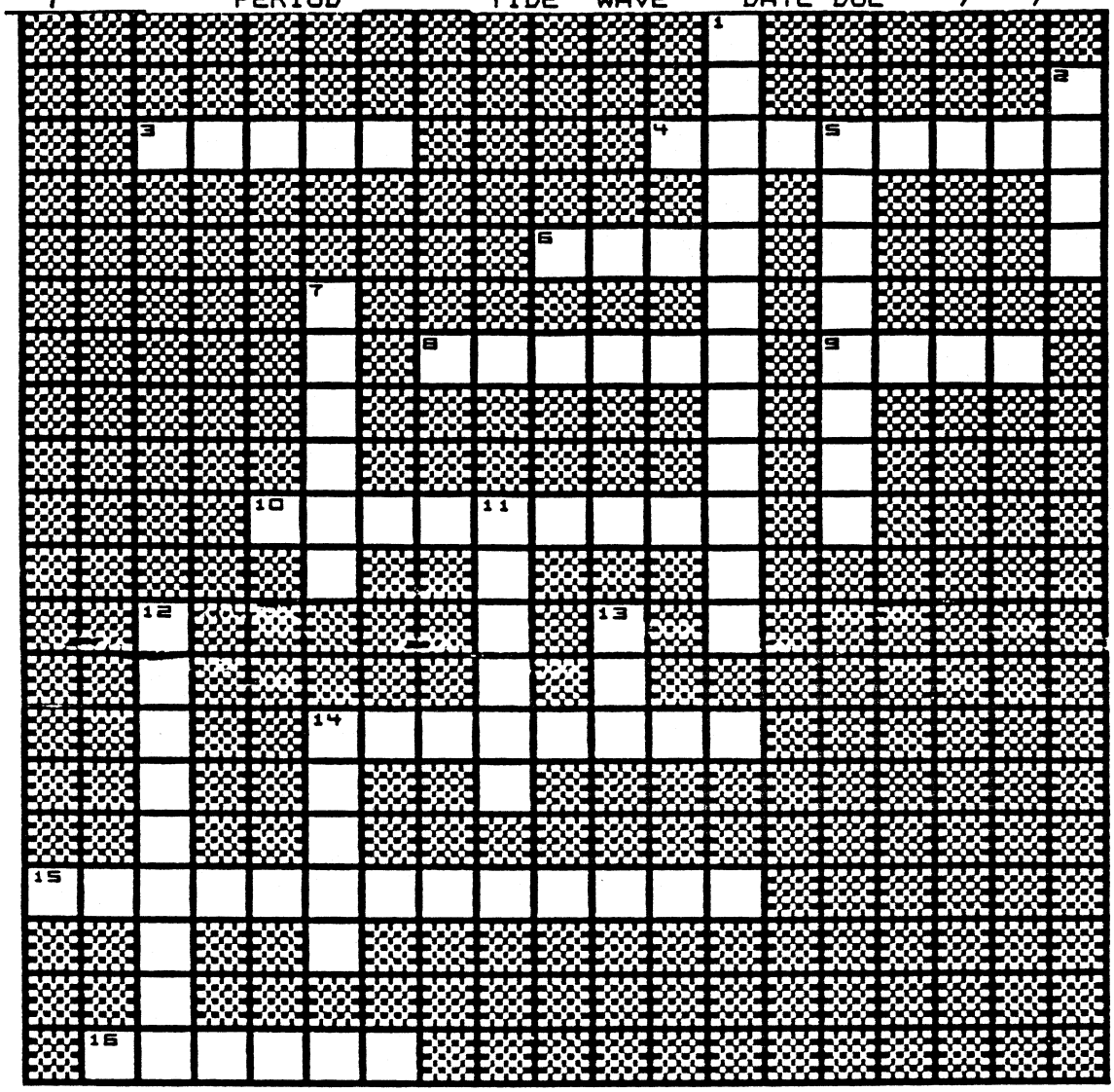
15. NEVER TAKE THE DISKETTE OUT OF THE DRIVE WHEN THE RED LIGHT IS ON.

16. REMOVE THE DISKETTE BEFORE TURNING OFF THE COMPUTER.

YOUR #_____ _____ NAME _____

20

JOB # 9 PERIOD TIDE WAVE DATE DUE / /



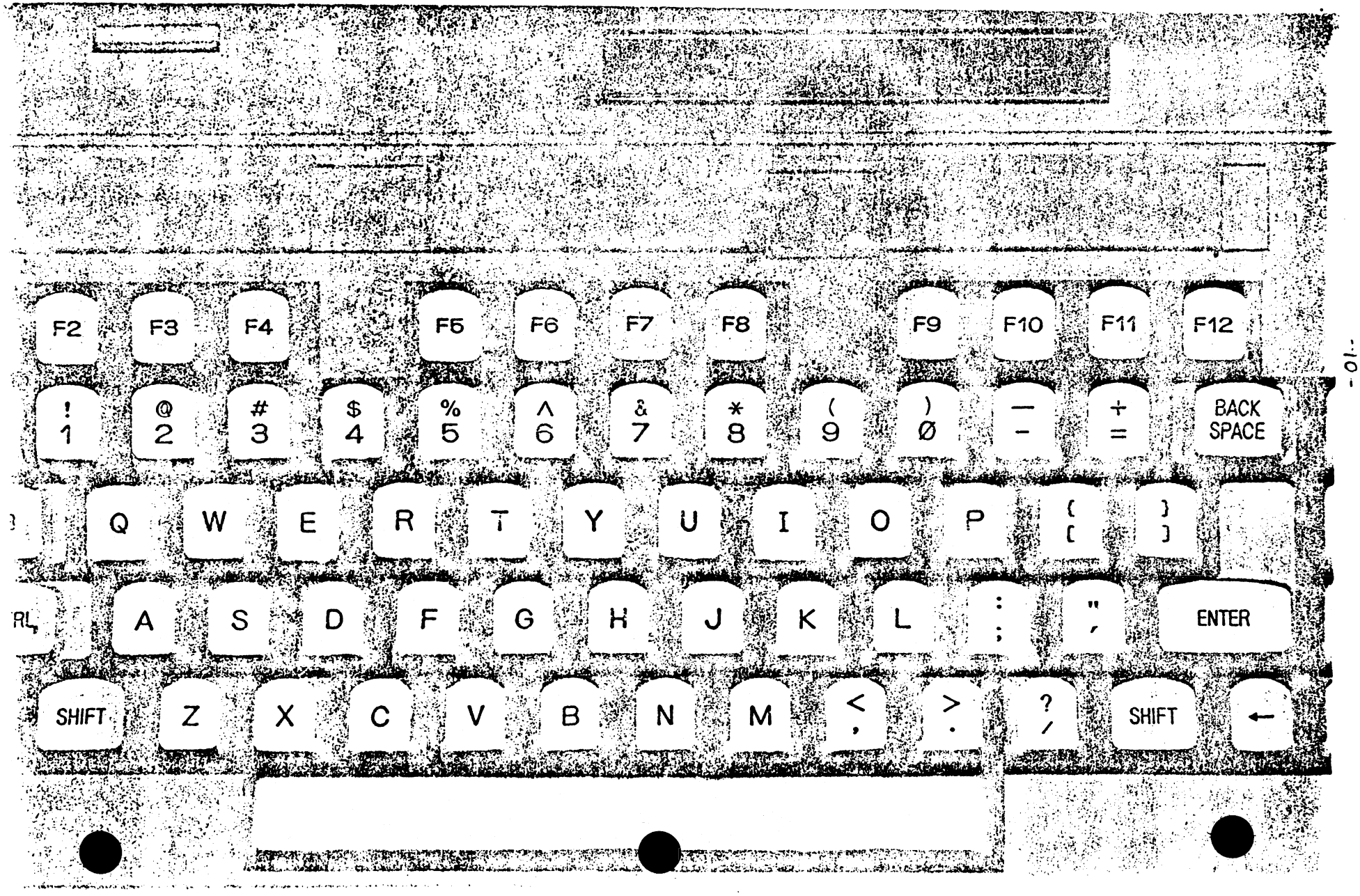
SYSTEM - p. 53-64

ACROSS CLUES

3. Always place the diskette label side up when inserting it into the disk _x_.
4. The magnetic media where the computer's information is stored.
6. Eight electric switches or bits make up one of these.
8. The blinking line or square that shows where the next character will appear.
9. This word is used to indicate that the system needs to be "started up."
10. When pressed, this key erases one character to the left.
14. A person who knows what a computer can and cannot do is said to be computer __X__.
15. The written material which explains how to work a program.
16. The signal the computer gives that tells it is waiting for you to react to it.

DOWN CLUES

1. The name of the notch on a diskette which should be covered to prevent accidental errasure.
2. The list of selections or options available in a program.
5. In computerese, K is used as the abbreviation for this word.
7. To prepare a blank diskette to be used by a computer.
11. DOS stands for Disk Operating __X__.
12. A space, letter, number or symbol.
13. The government of this nation is the largest user of computers in the world.
14. Always hold a diskette by this.

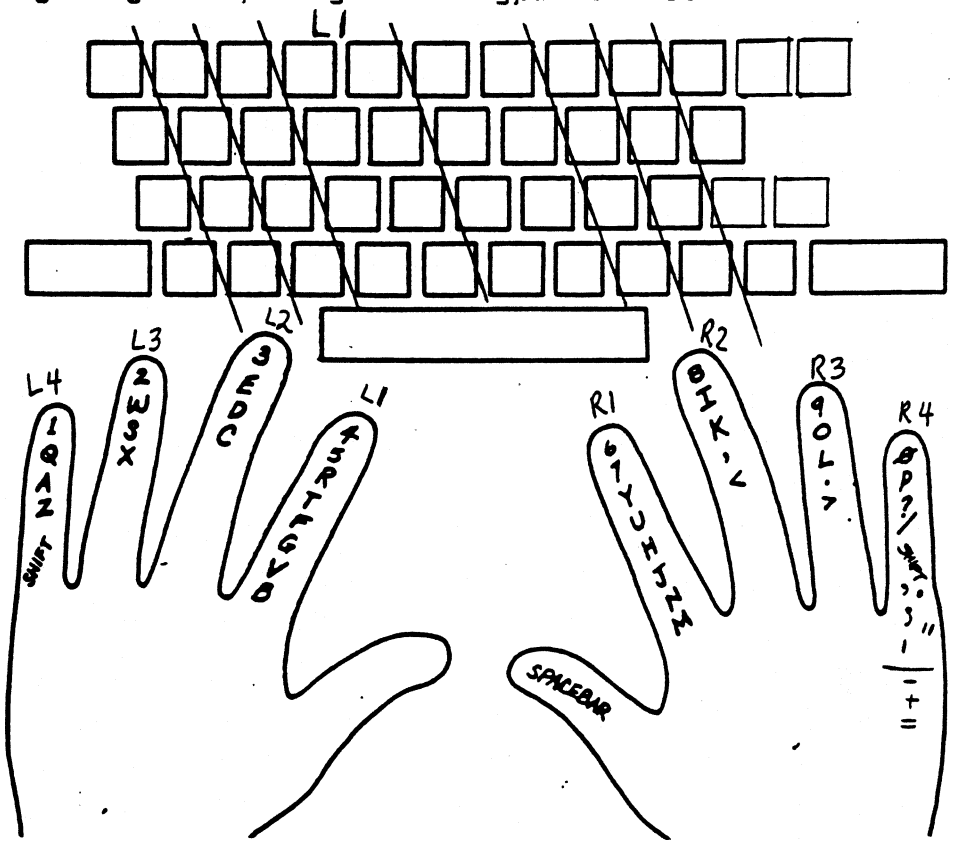

F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12
! 1 @ 2 # 3 $ 4 % 5 ^ 6 & 7 * 8 (9) Ø — - + = BACK SPACE
Q W E R T Y U I O P { [}]
A S D F G H J K L : ; " ' ENTER
SHIFT Z X C V B N M < , > . ? / SHIFT

YOUR #_____ NAME _____

DATE DUE / /

JOB # 11 PERIOD _____ TIDE WAVE last date / /

Write in the bottom number or letter, but both symbols, that belong on each blank key. Do not write in the special FUNCTION KEYS except the SHIFT and SPACEBAR. The hands below, show which fingers touch which keys. This exercise should help learn which keys and fingers go together, so you can type with both hands.



The fingers have been labeled using R for right and L for left.
A SET OF LINES HAS BEEN DRAWN FOR THE "L1" FINGER. IN THE SAME WAY, DRAW LINES AND LABEL THEM TO SHOW WHICH FINGER IS NEEDED ON EACH KEY

1. Write in order the fingers would you use to type COMPUTER?

_____

2. Which thumb is used to type the spacebar? _____

3. Which keys do you touch with your little finger on your left hand?

_____

4. Which keys do you touch with your little finger on your right hand?

_____

5. Which finger(s) on your right hand type(s) the most keys?

_____

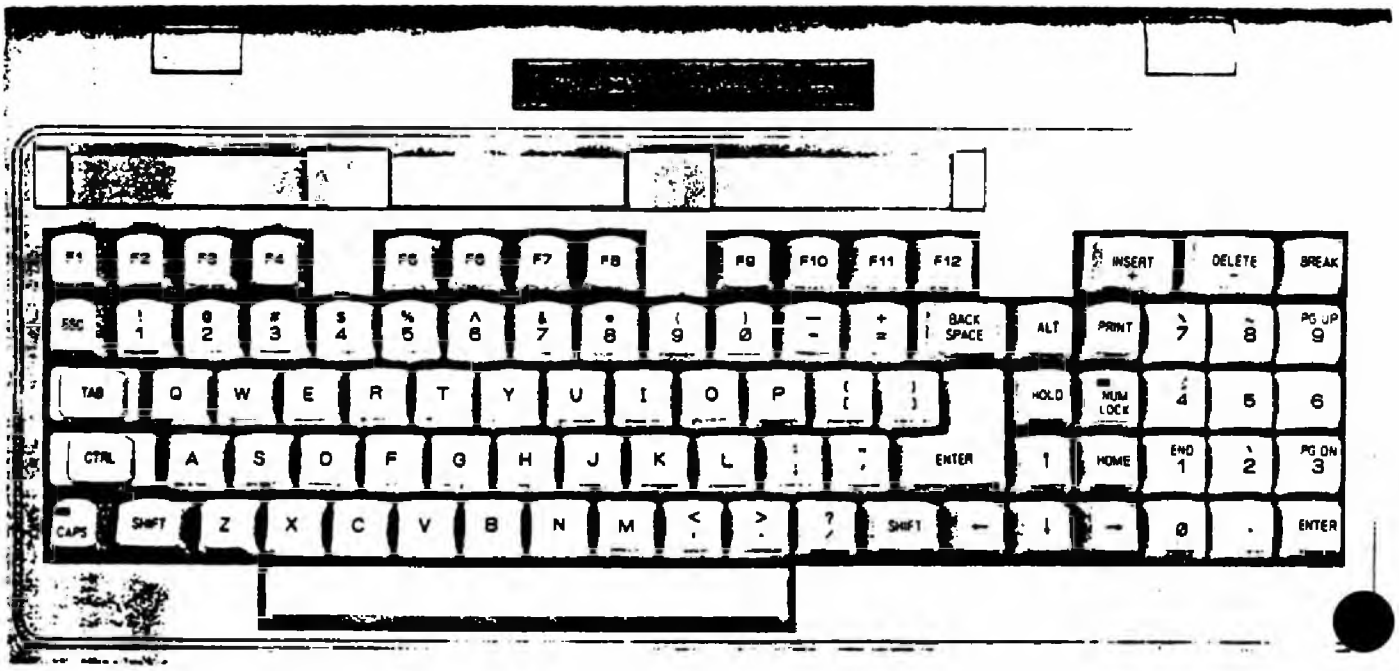
6. Which finger(s) on your right hand type(s) the fewest keys?

_____

YOUR #_____ NAME _____

JOB # 12 PERIOD _____ TIDE WAVE DATE DUE / /

TANDY 1000 KEYBOARD



LIST THE EXTRA KEYS FOUND ON THIS KEYBOARD THAT ARE NOT ON A REGULAR TYPEWRITER KEYBOARD AS FOUND ON PREVIOUS PAGES OR ON THE WALL CHART.

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

HINTS FOR WRITING, USING A C O M P U T E R .

Indent five (5) spaces to begin a paragraph. Use the TAB key it is programmed to indent 5 spaces.

Let the Computer set the right margin with its WORD WRAP feature. You never have to press <ENTER> at the end of a line for a CARRIAGE RETURN as you do with a typewriter. The Computer will never separate a word on two lines.

Press <ENTER> at the END of every paragraph.

PROPER USE OF PUNCTUATION MARKS

There are two (2) spaces after a period (.) ending a sentence.

There is one (1) space after a word, number or COMMA (,).

There are two (2) spaces after a COLON (:). There is NO space between a word and the colon following it. (For example:)

HOW TO USE THE SPELLING CHECKER

The Spelling Checker is on the DeskMate diskette. Put DeskMate in in drive A. Put your diskette into drive B.

At the A> type sp <E>. Press ANY KEY. Next, type a 1, then type B:FILENAME.doc <E>. When the computer is finished its job, it lets you know it's your turn by telling you to "press any key to continue." Do so. You will see the words that the computer did not find it its own word list near the middle of the screen.

Check the dictionary, if the word is spelled correctly type an "I" for ignore. If it is not spelled correctly, type an "M" for mark. When you are finished going through the word list, "press any key" then type an "X".

Now you have got to get to YOUR DOCUMENT which is on the diskette in drive B. First type DESK <E> at the A>. Then press F10, then when you see the blinking cursor, type a B <E>. Then select the correct FILENAME from the Menu.

When you are in YOUR document, press F1 for FIND. Then type a bracket, [, it can be found to the right of the "P" key. Press <E>. The computer brings you to each [which the computer used to MARK the misspelled words. Correct the misspelled words, then delete the [. Keep pressing F1 <E> and correcting the misspelled words until the computer brings you back to the HOME position (top) of the document.

PRINTER USE

To change printer set-up:

You must be in TEXT OR AT THE MAIN MENU.

Hold down the ALT key and press F6.

The screen will clear and you will see the printer settings.

Margin	5
Printed Line Width	70
Total Lines per Page	66
Printed Lines per Page	60
Double Spacing (y/n)	N
Pause between pages(Y/N)	Y

If you want to change a setting, move the marker using the down arrow key to where you need a change, then type in the changes you want.

To make the document reappear, press the <BREAK> key.

Check the PRINTER SWITCH to make sure the knob is turned to your computer. Make sure the printer is ON and ON LINE. Check to make sure there is enough paper to print your document. Press the <PRINT> key to PRINT your document. Before you advance the paper, make sure the printer is OFF LINE.

Job # _____ _____ date due: / / last date: / /
20

Place the WAVE's diskette in B: and the DeskMate diskette in A: Press any key. Give the date and time correctly. A> DESK <ENTER>. At the MAIN MENU, press F10 then when you see a blinking square, type the letter B then press <ENTER>. Now you are using the files on the diskette in drive B. Press <ENTER>. Filename: BLINK <E>

You will type in the first four (4) sentences. Your partner will type in the last three (3) sentences. You and your partner must share these learning experiences. Type the paragraph EXACTLY as it is, be sure not to correct the misspelled words.

The paragraph is double spaced to make it easier for you to read as you type. Do not double space as you type. Do not press <enter> when you get to the end of the line. The computer will WORD WRAP for you. When you set the printer later, you will set the printer to double space when it makes your hardcopy.

Essay <E>

The blinker is a little squar on the computer screen. The blinker tells the user where the nex character will be placed. The blinker can blink all day. The blinker nver gets tired. When the blinker is not blinking, it is doing something. I know the blinker is blinking to let me know it is my tur to do something on the computer. The blinker sometimes maks me nervous. <E>

You will use the SPELLING CHECKER. It is a great way to correct your spelling in any DOCUMENT. To use the Spelling Checker, get to the MAIN MENU by pressing F12. At the Main Menu, press F12 again. The Spelling Checker is on the DeskMate diskette in drive A. At the B> type A: <ENTER> The instructions for using the spelling checker are on page _____.

Follow the instructions for making a Hardcopy on page _____.

BOTH PARTNERS SIGN THE HARDCOPY AND TURN IT IN TO YOUR TEACHER.

Job # 16 _____ date due: / / last date: / /
20

Get the DOCUMENT "Blink" on your monitor.

Notice at the bottom of the screen are two rows, one has the letter and a number and the second row has words. We will use F2 for SUBSTITUTE. Press F2.

At the bottom of the screen, on the left you should see:

Search string:

Type in the word blinker Press <ENTER>.

On the bottom of the screen on the right, you should see:

Replacement string:

Type in CURSOR (MAKE SURE THE WORD CURSOR IS WRITTEN IN CAPITAL LETTERS.) PRESS <ENTER>.

Again, on the bottom, the COMPUTER asks you if you want to:

Replace? (Y/N)

If you press the letter N, nothing changes, but if you press the letter Y, the word is changed to the word you typed in as the Replacement String.

Go through the document replacing blinker with CURSOR using the Substitute feature and pressing the letter Y to indicate that you want it changed.

Make a hardcopy of this new ESSAY. Both you and your partner should sign it. Turn in this Hardcopy to your teacher.

YOUR #_____ _____ NAME _____

15

JOB # 17 PERIOD _____ TIDE WAVE DATE DUE / /

last date: / /

USING SEARCH AND REPLACE

Boot DeskMate. Press F10 then type B <E>. Using the arrow keys, move the marker so that it covers DECODE. Press <ENTER>.

This is a secret message and will show you how the SUBSTITUTE or SEARCH AND REPLACE feature of a Word Processor works. In DeskMate, F2 is for SUBSTITUTE. It will SUBSTITUTE OR REPLACE words and symbols.

Here is the KEY which will unlock the secret message:

(= A	! = I	" = O	= = T
* = E	# = S	$ = Y	

The WAVES will decode the first secret message. The TIDES will decode the second secret message.

To do the first substitution, follow these directions. Press the F2 Key. Type in (at the request for Search string. Press ENTER. Type in A at the request for Replacement String. Press ENTER. The computer highlights every place there is a (and will ask you if you want it Replaced. If you do, and you do, type Y. Then when the computer has found all the ('s it returns to the HOME position.

Press F2 again and enter the code and the replacement code at each request. Use the KEY above. Write the decoded message here.

DECODED MESSAGE:_____

_____

_____

TIDES: Press F12 to return to the Main Menu. Then Select MESSAGE2, press <E>. Decode the message substituting the following: Use F2 as you did before.

KEY:	H = A	P = I	Q = R	W = N
	X = E	J = L	Z = O	Y = T

DECODED MESSAGE:_____

_____

_____

TO LEAVE: PRESS F12, F12, F10 TYPE A: <ENTER>

Backspace erases.

WORD PROCESSOR EXERCISE: Use the down arrow key to cover the title TEST with the marker. pRESS ENTER.

Here is a Test you have recently constructed. It needs a few changes to make it acceptable.

You want to add a place for the students name, etc. Since you use the word processor weekly to make your tests, you have saved a little time by creating a HEADER for all tests which you insert in the test you are presently working on.

Let's use the MERGE feature of this Word Processor. It is listed as function key [F5]. Press the key marked HOME (near the numbers). This causes the blinking square called a CURSOR to move to the first space on this screen, called the Home position. Press F5 at this time.

The program asks for ENTER SAVE FILENAME. So, after ENTER SAVE FILENAME, type HEADER or header then press <ENTER>.

Notice the header was MERGED with the test. Add a 2 after Chapter to indicate the test is on Chapter 2. Just move the cursor using the arrow keys to the spot where you want to put the 2. Then type 2.

In the instructions to the student, you want to replace the t with a + and the f with a 0. Press [F2] for substitute. You are asked for SEARCH STRING: type {space} t {space} and press <ENTER>. You are asked for REPLACEMENT STRING. type + and press <ENTER>. The computer now highlights the t and at the lower left of the screen, asks you Replace?(Y/N). Meaning do you want to replace this? Press Y for yes. The change is made for you. Follow the same procedure to change the f to ∅.

You don't seem to like the first question and want to change it. Move the cursor to the w in were. Use the arrow keys. Find the function key [F3] and press it. It now says -Replace-. When you strike over keys now, they are replaced. Type in what appears in the brackets. [are extremely helpful and useful tools.] Notice that the computer got to the end of the line and just jumped to the next line.

That jumping feature is called WORD WRAPPING. The computer will not split a word on two lines. There is no need for a carriage return as with a typewriter.

In question 5, the E was forgotten on smoke. Press HOME. Now press F1 for FIND. You are asked for search string. Type smok and press <ENTER>. The computer found the word for you. Now press F3 for ADD mode. Make sure it has Add written under [F3] at the bottom. In this mode, the computer adds spaces or characters. Move the cursor to the space after k and type an e . Press the home key.

You've decided you'd rather have question 3 as your last question. Use the arrow keys to move the cursor to the beginning of the line at question 3. Press [F7] for SELECT. Press the down arrow key twice. The question selected has been highlighted. Now press [F8] for COPY. The computer copies the selected highlighted area into a special place called a BUFFER. The selected words will be stored in the buffer until needed. They still appear on the screen however.

Use the up arrow key to move the cursor up to the line of question 3. You must get rid of question 3 here since you don't want two of the same questions. Again press [F7] Select. Press the down arrow key twice to move the cursor down. Press [F9] for Delete. And say good bye to the question.

The cursor is now blinking on a square. That square means one line has been skipped by pressing <ENTER>. Press the [F9] key once here to remove the line.
Using the right arrow key,
Move the cursor over the 4, press [F3] for Replace and type a 3. Move the cursor over the 5 and type a 4. Now for the BIGGIE! Move the cursor to the line under the square. Press [F10] for Insert. Voila! Now just change the 3 to a 5 and you're ready.

Let's see what the [F4] feature does. Press [F4]. It comes back with Line width: 70 Type 40 and press <ENTER>.

It changes the format of the screen. Now if your printer is also set for a 40 space line, that's what your final copy will look like when it is printed.

Press [F4] again and return the line width to 70. Press <ENTER>.

The [F6] key for Save will save your test under another name. Press [F6]. It says Enter Save Filename: TEST.DOC . Type True and press <ENTER>. The light on drive A lights, and you hear the drive in gear. It has saved your test as True. Now, if you wanted to you could save your test again by just pressing (but don't press it) [F12].

This would save the test with all the changes as Test.doc. So you would have two copies of the same test. Let's not do that, let's let the old copy, the one we started with remain as one of the copies. To do that hold down the {Shift} key and press [F12]. It will ask you if you want to cancel the Edit (Y/N). Press Y. You will see the MAIN MENU again.

F12, F10, A <E> F12

JOB # 18 : ____ DATE DUE: / / last date: / /
75

The object of this activity is to complete a RESUME. When you apply for a job, a resume is required, unless it is for a low paying job. A RESUME (pronounced RES a May) is a brief history of yourself. It covers the good things you've done and the activities you are now taking part in. A good Resume with many activities shows you are a good worker and can handle RESPONSIBILITY. If you have nothing to put into a RESUME now, don't be sad, get involved and start taking part. It will help!

In order to get a scholarship in college you must have a GOOD resume. It must show that you are working at being a good citizen by taking part in many activities. A good scholarship can save your parents about $15,000 of the cost of going to college. It would be a BIG help.

. Place the DeskMate diskette in A: Put your diskette in B: When you are at the Main Menu, press F10 to swap drives. Type B <E>. A resume has been created as a DeskMate document. It is titled RESUME. Highlight the filename RESUME and press <ENTER>.

After you have the document on your screen, press the F3 key. This key is the key that you can use to type over or REPLACE things. In this case, you will type over blank spaces and input your history. Use the arrow keys to move from one line to the next, not the <ENTER> key. The enter key will give you extra lines.

Please read the HINTS ON WRITING WITH A COMPUTER on page ____ of this workbook before you start working on your resume. Pay careful attention to spacing before and after punctuation marks.

Complete the RESUME then return to this part and continue reading.
-.-

Delete all the parentheses and the words included in them. An easy way to do this is to press F7 to SELECT then press CTRL + right arrow to get to the end of the line, then press F9 for DELETE. Whatever is highlighted with F7 will be deleted. Holding down SHIFT and pressing the right or left arrows makes the cursor skip to the next word.

We will run this document through the Spelling Checker. It is on the diskette in drive A. Read the instructions about how to use the Spelling Checker on page ____ of this workbook.

Once you have completed the form and you have passed it through the spelling checker, read the instructions on how to use the printer on page ____ of this workbook.

Make two (2) hardcopies. Tear the holes off the sides of the paper. Turn in one HARDCOPY for grading. Make a hardcopy for yourself. Staple your hardcopy and the FORM FOR A RESUME from this workbook and store in a safe place at home so you can use it when you need it. You may need to update it by the time you need it, but it can serve as a useful model of how to make a RESUME. AND it may help you get that good job you want or that scholarship you want.

FORM TO FOLLOW FOR MAKING A RESUME

NAME:
ADDRESS:
CITY:
TELEPHONE:

P E R S O N A L I N F O R M A T I O N:

AGE:
DATE OF BIRTH:
PLACE OF BIRTH:
MARITAL STATUS: single
RELIGION:

E D U C A T I O N:

HIGH SCHOOL:
(COLLEGE: do not complete this yet)
(OTHER: do not complete this yet)

A C A D E M I C H O N O R S :
(Honor Roll, Scholastic Awards, Reading Awards, Science Fairs, Give Award and year.)

MEMBERSHIP ON A T H L E T I C TEAMS: (Give Sport and DATES)

ATHLETIC HONORS: (Award, year)

MEMBERSHIP IN SCHOOL C L U B S (DATES AND TYPE OFFICER, AWARDS IF ANY)

C O M M U N I T Y S E R V I C E: (RELIGIOUS OR COMMUNITY CLUBS)
(CHARITY DRIVE NAMES AND YEARS TAKEN PART OR SCHOOL CANDY SALE + YR)

H O N O R S FOR COMMUNITY SERVICE: (ex: Eagle Scout)

W O R K E X P E R I E N C E
(babysitting, yard work, what did you get paid for?)

YOUR #_____ _____ NAME: _____

JOB # 20 PERIOD _____ TIDE WAVE DATE DUE / /
last date / /

Word-Processing Terms

Write the letter of each term on the line by the definition.

a. buffer	**f.** formatting	**k.** printer
b. delete	**g.** insert	**l.** retrieve
c. document	**h.** justify	**m.** save
d. edit	**i.** merge	**n.** search and replace
e. filename	**j.** move	**o.** word wrap

_____ **1.** short title given to a document

_____ **2.** a peripheral used to make a hard copy of a document

_____ **3.** to store a file on tape or disk so that it can be used again

_____ **4.** to combine information from two or more files

_____ **5.** to align text along the margin of a page

_____ **6.** automatic move of a word to the next line if it is too long to fit on the line being typed

_____ **7.** moving a letter, word, or block of text from where it is to another part of the copy

_____ **8.** finding letters or words that need to be changed and substituting the correct letters or words for them

_____ **9.** to make changes in a text file, using whatever capabilities the word-processing program has

_____ **10.** part of computer's memory used for temporary storage of information

_____ **11.** to add a missing letter, word, or words in the appropriate place

_____ **12.** setting up how the document will look when it is printed

Complete the sentences with words or phrases from the box.

13. After I typed a first draft of my _____,

I had to _____ it.

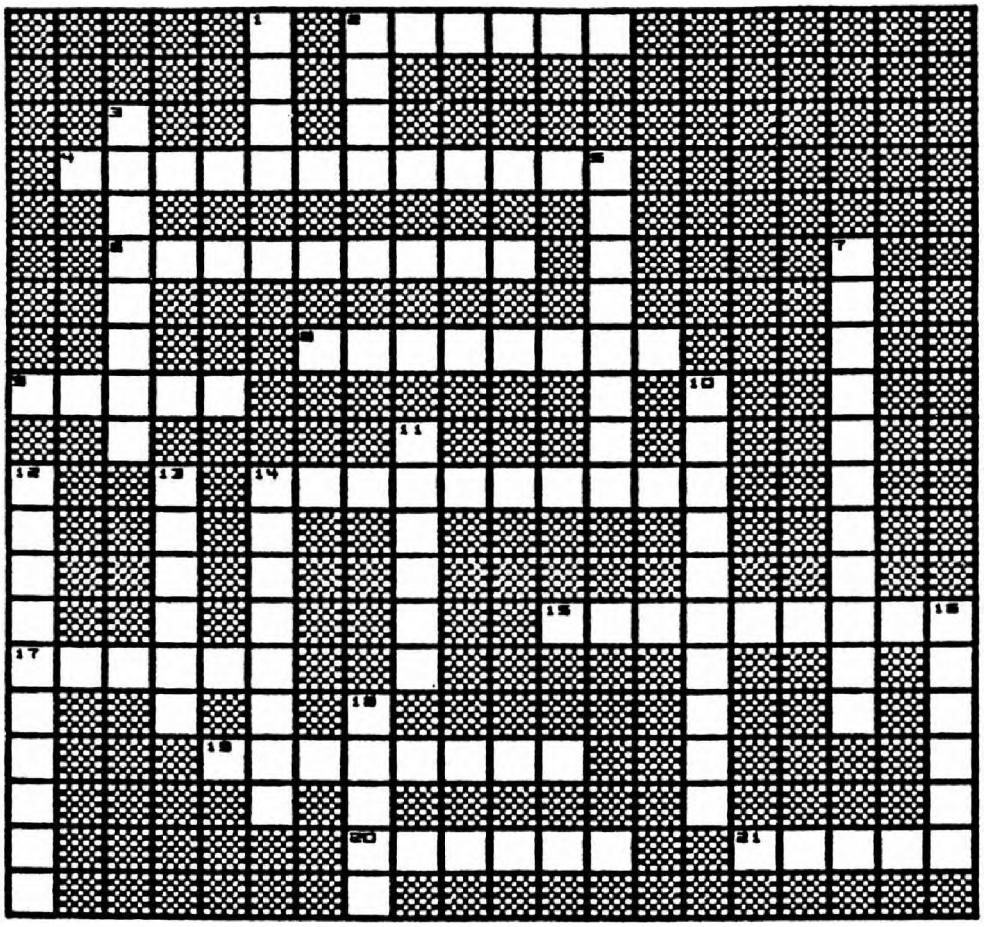
14. One whole paragraph was out of order, so I used the _____ feature to put it in the right place.

15. I also had to remove, or _____, a few sentences that were repetitious.

16. I then decided to _____ the document on a floppy disk so I could _____ it at a later date.

YOUR #_____ _____ NAME _____
25

JOB # 21 . PERIOD _____ TIDE WAVE DATE DUE / /



WORDPROCESSING p. 151 - 164

ACROSS CLUES

2. Letter quality printers work more _x_ than dot-matrix printers.
4. Word processing is a _x_ method of writing, editing and printing text.
6. Printer (2 words) that prints text made of tiny dots.
8. A short title given to a document.
9. Some word processing programs don't allow the use of _x_ spaces.
14. When using a word processing program, you type on a keyboard as you would on a _x_.
15. Straight margins on both sides of the paper.
17. Word processing programs allow you to _x_ text into the middle of something already written.
19. A _x_ checker works with a word processing program to find misspelled words in the document.
20. In editing a mistake in the text, you must move the _x_ to the error to correct it.
21. To _x_ means to tell the computer to combine information from two or more files.

DOWN CLUES

1. Provides an overview of some of the functions that word processors perform.
2. To prevent disasters with your document, it is wise to _x_ it often while working on it.
3. A (2 words) word processing feature the prevents a long word from being split on two lines.
5. Anything you write using a word processor.
7. The amount of empty space between printed lines. (2 words)
10. Choosing how you want a document to look on paper.
11. A _x_ quality printer types solid characters that look like the print produced by typewriters.
12. A spelling checker _x_ does not include word meanings, only a list of correctly spelled words.
13. A special part of the computer's memory used for storing temporary information.
14. Feature which allows indenting the beginning of paragraphs a column creation.
16. Once you have defined a block, you can move it around the text or _x_ it.
18. A section of text that can be handled as a unit.

YOUR #________ ______ NAME ____
86

JOB # 22 ______ PERIOD ______ TIDE WAVE DATE DUE / /
(2pages) last date / /

IN PURSUIT OF TRIVIA

Boot DESKmate into your computer, put the Tide's diskette in Drive B. At the Main Menu, press F10 then type B <E>.

You will search through data bases to find information. Libraries of the future will have information like these data bases for you to use. Sometime soon, you will not use books to "look-up" information.

We are going to use the data bases, States, Presidents and Vice Presidents. Move the highlighter (using the arrow keys) so that one of the data base you need is highlighted. Press <ENTER>.

1. Press F1 for FIND

2. Set up Criteria: The Capitalized word in the questions below is what you will search for. If the Capitalized word has *'s before and after it, be sure to type the *'s in too. This means the computer will find every occurence of what is between the *'s in a sentence full of words. Otherwise, it must be EXACTLY what you typed for the computer to find it. Using the arrow keys, move the highlighter down. Type the capitalized words in the space to the right of the closest FIELD.

3. Using the arrow keys, move the highlighter down. The F7 key will either place or remove the * before the colon in the FIELD. This * assures that this answer will be displayed when the DISPLAY feature is used.

4. Press F12 for the SEARCH to begin.

5. If you are returned to the first screen, and you do not see FIND MODE at the top of the screen, it means the computer could not find what you asked it to. Please check your spelling carefully.

6. Press F3 for DISPLAY.

7. Press F12

8. Press F1

9. Press F5 to RESET the Records you searched through.

10. Start with instruction number 2 above and follow through to here, until you've answered the twenty questions below.

*_

1. Which state has the SEA GULL as its state bird? ________________

2. How many states have the *PINE* tree as its tree? ______________

3. Name the state nicknamed THE FIRST STATE _____________________

4. Name the two states which have the DOGWOOD as its state flower.

_____

5. Which state was the eighteenth state to enter the Union? _____

6. Which state(s) have the *ROSE* as its state flower?

_____

7. How many Vice Presidents were from VERMONT? _____

8. Who were the Vice Presidents that left office because they were *ELECTED PRESIDENT*?

_____

9. How many Vice Presidents had NO wife? _____

10. How many Vice Presidents were 45 or younger when they entered their office? (less than 45)

_____

11. How many Vice President's last name was JOHNSON? _____

12. How many Presidents are burried in a *NATIONAL CEMETERY*?_____

13. How many Presidents were 60 years or older when they were inagurated? (greater than 60)

_____

14. How many Presidents served less than 02 years in office? _____

15. Name the Presidents who *DIED* in office?_____

_____

16. How many Presidents were from VIRGINIA?_____

17. How many presidents belonged to the REPUBLICAN Political Party?

_____

18. Name the president(s) from Missouri: _____

_____

19. What is *LADY BIRD* Johnson's real name?

_____

20. How many Electoral Votes did Zachary Taylor have? _____
How many Electoral Votes did his opponent have? _____
Who was Zachary Taylor's opponent?

_____

TO LEAVE: PRESS F12, F12, F10 type A then Press <ENTER>.

YOUR #_____ _____ NAME _____

35

JOB # 24 PERIOD _____ TIDE WAVE DATE DUE / /

last date / / /

BOOT DeskMate into the memory of your computer. Put the Wave's disk in B: Press F10 when you are at the main menu. F10 swaps drives. Type B and press <enter>.
Cover PROGS with the marker and press <enter>.

.....At filer menu.....

1. Press F1 for Find
2. Set up CRITERIA to find. (see what you need to search for below)
(The word in lower case letters is what you want to use.)
3. Press F12 for SEARCH
4. Press F3 for DISPLAY
5. STOP AND RECORD ANSWER
5. Press F12
6. Press F1
7. Press F5 to return selected records to FILE
8. Goto #2

****** *-*-*-*-*-*- FIND THE FOLLOWING *-*-*-*-*-*-********

1._____# PROGRAMS PUBLISHED IN 1983 OR (AFTER / BEFORE).

2._____# PROGRAMS COSTING (LESS / MORE) THAN $40.00.

3._____# PROGRAMS NEEDING 128K OF MEMORY TO OPERATE.

4. TITLES OF *ed* PROGRAMS (kind)

5._____# PROGRAMS THAT ARE adventure PROGRAMS.(KIND)

6._____# PROGRAMS USEFUL FOR THE *adult*. (age)

7._____# PROGRAMS THAT ARE simulation (kind).

8. TITLES OF business PROGRAMS (subject)

TO LEAVE: PRESS F12, F12, F10 TYPE A <E>

YOUR #_____ _____ NAME _____
10

JOB # 25 PERIOD _____ TIDE WAVE DATE DUE / /

Ch. 9, pp. 169-181 textbook last date / /

D A T A B A S E P U Z Z L E

Insert the correct word into the blanks after the statements. When finished, put the letter above each numbered blank into the same numbered blank in the code at the bottom of this page.

1. A collection of related information: _ _ _ _ (4) _ _ _ _

2. Special software developed for Record Keeping: _ _ _ _

_ _ _ (10) _ _ _ _ (13) _ _ (26) _ _ _ _ _ _ _ (1) _ _ _ _.

3. This should be read before you use software to become familar with the terminology:

_ _ (2) _ _ (3) _ _ _ _ _ (22) _ _ _ _ _ (25)

4. A single category of information in your Data Base: _ _ _ _ (8) _

5. A collection of fields in your data base. _ _ _ _ (5) _ _

6. A collection of related records: _ _ _ (16) _ (11)

7. A letter, number or space counts as one: _ _ _ _ _ _ _ (20) _ _ (23)

8. A blank data entry form is called a: _ _ (9) _ _ _ _ (14)

9. This type field consists of numbers only:

_ _ _ (21) _ _ _ (6) _ (18) _ _ _ _ (24) _

10. This type field consists of numbers only: _ _ (12) _ _ _ _ (15) _

11. To rearrange the order of listed data is to: _ _ (19) _ (17) _ _ (7)

_ _ _ (1 2 3) _ _ _ _ (4 6 6 7) _ _ _ _ (8 9 10 11) _ _ _ _ _ (12 13 14 15 16)

_ _ _ (1 17 18) _ _ _ _ (19 20 17 21) _ _ _ _ _ _ (22 23 1 24 25 26)

If you choose to make a DATA BASE, you will be given Bonus Points at the end of the six weeks. To earn the Bonus Points, you must create a Data Base. Read about Data Bases in your textbook. Turn in the next page so your teacher will know to look for your Data Base.

TO CREATE A FORM FOR THE DATA BASE:

1. Move the marker to FILER at the Main Menu of DeskMate. Put the marker on a Blank Space. Press <ENTER>.

2. Type in a FILEname which deals with the subject you will make your DATA BASE about, like SOAP, etc. Press <ENTER>.

3. Type in a LABEL for the FIELD. (Example: NAME...:) Press <ENTER>.

4. After you press <ENTER> you should see :

   Name ....:

5. Press F10 to add spaces. F10 inserts one space at a time. If you want the rest of the line in spaces, just press <ENTER>. Do not type anything in these blank spaces at this time.

6. Press <ENTER> to go to the next line.

7. Repeat, beginning with step # 3

YOU MUST HAVE AT LEAST 6 FIELDS.

When you have finished your FILE, press F12 to save your FILE form.

Now you are ready to add DATA or INFORMATION to your FILE. You should be at the DeskMate Main Menu. Place the marker over your FILEname then press <ENTER>.

You should see your EMPTY Record with at least 6 Labeled FIELDS on the Monitor. Press F10 to add Information to the Record. Add information. Press <ENTER> after each FIELD. Press F10 to add the Record to the FILE and display another Blank Form to add information to. Press F12 to return to the Main Menu.

As you add information, the records are SORTED. In this case, they will be sorted Alphabetically according to the first word in the first FIELD.

To move through your records hold down the CTRL key and press the right arrow key. To return to the beginning of the file hold down CTRL and press the up arrow key.

You will be given Bonus Points according to your subject selection as well as the amount of information you typed in. You should have at least 5 records, but the more the better. You could earn up to 50 pts.

Fill in the top part of the form on the next page and turn it in. Your teacher will then know to look for these BONUS POINTS on your diskette.

TO LEAVE: F12, F12, F10 type B <E> CLS <ENTER

YOUR # ______ NAME ______________________

JOB # BONUS 50 PERIOD ____ TIDE WAVE DATE DUE last date / /

SUBJECT OF DATA BASE: ______________________

-=-

GRADING FOR DATA BASE *BONUS* POINTS

-=-

AFTER GETTING YOUR FILE ON THE SCREEN, I PRESSED F3 FOR DISPLAY.

I FOUND : ______ RECORDS AND ______ FIELDS

THE DATA WAS ____ CORRECT ____ NOT CORRECT ____QUESTIONABLE

THE TOPIC YOU SELECTED TO MAKE A DATA BASE OF WAS:

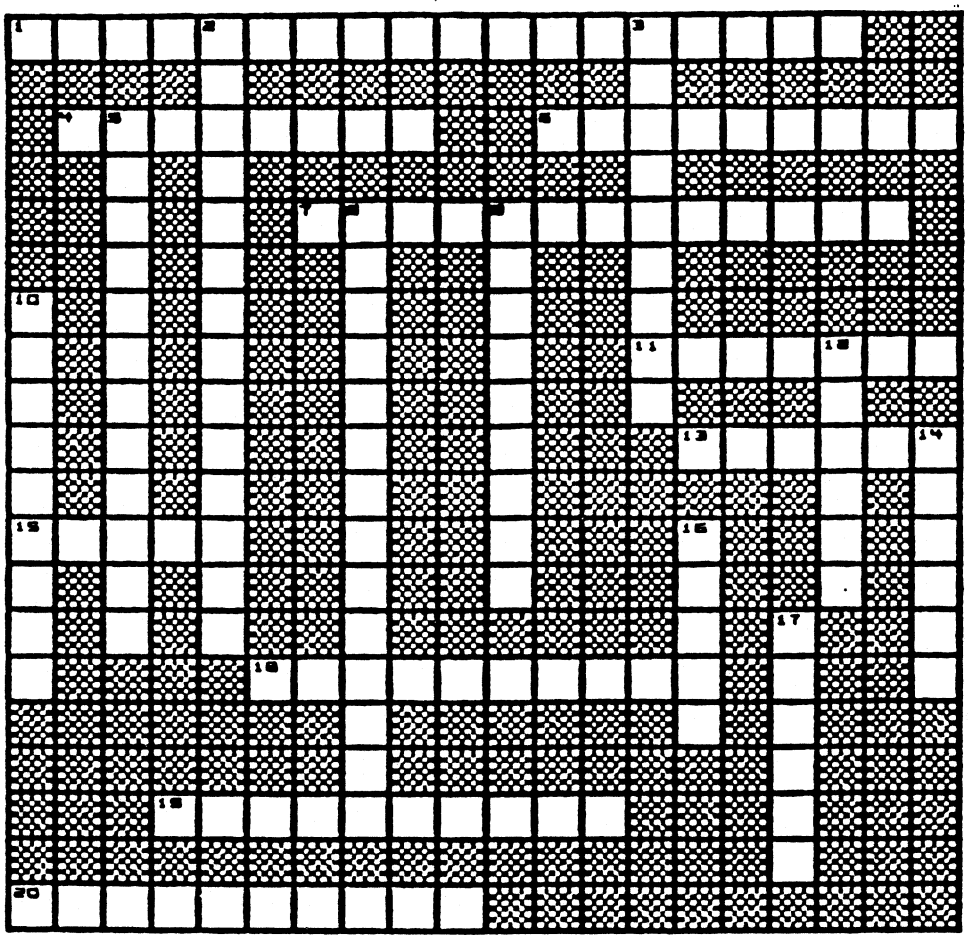
____EXCELLENT ____SATISFACTORY ____FAIR ____POOR

BONUS POINTS = ____ 50

YOUR #_____ _____ NAME _____
20

JOB # 27 PERIOD _____ TIDE WAVE DATE DUE / /

TELECOMPUTING p. 224-236



ACROSS CLUES

1. Sending information from one place to another by telephone, radio or telegraph is called _x_
4. Has a screen and keyboard like a microcomputer.
6. To communicate with another computer, information is usually sent electronically over the _x_
7. Data transmission from one computer to another is called _x_
11. Formed when a number of computer users are linked together.
13. These are used to link computers in a local-area network.
15. A modem is used to translate computer input into _x_ tones.
18. A popular information service.
19. Means displayed on screen, saved on a diskette or printed.
20. If you use electronic mail, the message you send will be stored in your friend's _x_ mailbox.

DOWN CLUES

2. Besides a computer, telephone and modem, one also needs special _x_ software.
3. In 1876 Alexander Bell invented the telephone.
5. There is an information service that has an _x_ stored in its computer.
8. The sending of messages electronically by computer.
9. Both the sending and receiving _X_ involved in telecomputing must have modems.
10. Information services are also called _x_.
12. To be electronically connected to the data-bank computer means to be _x_. (2 words)
14. The _X_ is a popular information service.
16. Needed to communicate with another computer.
17. The companies that own and maintain information services _x_ for the information they provid

SPREADSHEET TUTORIAL Due / /

What follows is a tutorial on Spreadsheets. A spreadsheet has been used by business people for hundreds of years. Recently, the computer has taken over the task of balancing a budget, forecasting sales, etc, and statistical analysis. In this tutorial, we will look at the business of a LEMONADE STAND.

Boot DOS by inserting the Deskmate diskette which has the SYSTEM on it, in drive A, put Tide's diskette in B. A> DESK <ENTER> when you see the menu, Press F10 then B <ENTER> then highlight "Lemonade" in the Worksheet column and press <ENTER>.

All Spreadsheets usually extend from Row 1 to Row 99 and from Column 1 to Column 99. Rows are horizontal (flat) and columns are vertical(up and down). Try CTRL and CTRL . Notice the numbers. To return to where you started, press CTRL and CTRL . You use the arrow keys to move the MARKER around. The MARKER is the highlighted part that moves when you press the arrow keys.

Look around the spreadsheet. This one has been set up to show a section with; RAW MATERIALS, RECIPE, SUPPLIES, TOTAL COST, GROSS AND NET PROFIT. Do not change any numbers below Row 7. If you do, you will erase formulas and make a ROYAL mess which won't be easy to undo.

Examine the spreadsheet and find the RECIPE. This spreadsheet shows all numbers two places behind the decimal, like in dollars and cents. It looks like 5 dollars when what it means is that it is EXACTLY 5. Write the recipe here. This is a real recipe for lemonade, it serves 5 people.

As it shows now, the cost of the sugar is .65/lb, lemons - .69/lb and cups .03 / cup. What does it cost to make one cup of lemonade? This spreadsheet is set up to do all the calculating for you. It takes the prices you paid for the raw materials, figures out how much you need for the number you are serving and shows you how much one cup cost. It is also set up to show you how much profit you can make if you sell the cups for whatever amount you want. WOW!

Look at the lower right of the spreadsheet : It indicates the cost to make one cup. What is that cost? _____

According to what you see on the spreadsheet, what is the cost of these RAW MATERIALS?

sugar/lb._____lemons/lb._____ drink cup _____ charge/cup_____

How does this thing know how to calculate all this? It's got some "hidden cheat sheets." There are formulas set up throughout the spreadsheet to calculate the cost of all items dependent upon the numbers in certain CELLS. {A CELL is the location of the intersection between a row and a column.} As you move the Marker around, you will notice the formulas at the lower left. For example, move the Marker over .25 on Row 10, Column 1. Use the arrow keys to move the marker. Look at the lower left, you should see R10 C 1 .25*(R02C06)/5
This tells you that the CELL intersection of Row 10 Column 1 has a number which is derived from the formula .25*(the number in Row 2 Column 6)/5 .

What is the number in R2 C6? _____

It should be 5 which means 5 servings. Move the marker over the .65 in R4 C2. What does the bottom left indicate as the status of that cell?

_____. It should have R4 C2 number. That means it will have a NUMBER which can be changed by you. It is not a cell with a formula in it. It is a cell you can input a number into.

Place the marker over CELL R12 C5. What is the formula in the cell?

_____ What this shows is a formula used to calculate the total cost of the sugar. The formula means "take the number in R4C2 and multiply it by the number in R10C1 OR it means the cost per unit of sugar is multiplied by the units of sugar used." The formula indicate, in this case, .65 * .25. But the price of sugar is not always .65 a pound. That's why a formula is used, so it can change. Please write that formula again.

_____

Move the marker over CELL R15 C5. What is the formula in this cell?_____. If you are lost at this point, please let your teacher know.

When the spreadsheet is CALCULATED the answer to the formula shows in the cell where the formula is "hidden."

The formula in R15 C5 means that the BIG C (computer) is adding (SUM) all the numbers in Column 5 beginning with the number in Row 12.

Without using a computer, how would you figure out the cost per cup? If the total cost was $1.00 and you made 5 cups of lemonade, how much would each cup cost? EASY! Divide $1.00 by 5 RIGHT? Well check the formula. Move the marker to R15 C7, then write the formula here:

_____

Look at the formula carefully and explain the formula here:

_____

_____

Move the marker to CELL R3 C6. It presently indicates the charge for a cup is .40. The formula just tells us it is a number. This means we can change the amount we want to charge per cup. Let's do this now. Type in .60 as the price/cup. Right above Enter Number at the left bottom you will also notice the number being typed, you see a cursor there also. If this is not the correct number, use the backspace key and re type. Press <ENTER>. Notice after you press <ENTER>, the curosr leaves, and your number is sent to the far right of the cell. Remember to press <ENTER> after every number change you make.

This must have made a change in your PROFIT. Let's see if it did. Move the Marker to the HOME position. The HOME position is at the upper left corner. Check the FUNCTION HIGHLIGHT at the bottom of the screen. F2 is for CALCULATE. To recalculate all the formulas using this new number, you must press F2 for CALCULATE. Press F2. Fill in the following using the new data on the Spreadsheet.

_____	_____	_____	_____
charge/cup	number of servings	gross	net profit

* * * IF YOU PRESS THE WRONG KEY, PRESS <BREAK> * * *

What is the definition of GROSS? (Look at the formulas and figure it out.) A dictionary definition will NOT be accepted.

_____

_____

What would you say NET PROFIT is?_____

_____

Now you've learned a little about spreadsheets and hopefully you are ready to see how one operates. Press CTRL and CTRL to get back to the upper left of the spreadsheet.

Let's change the number of servings to 25. How would you do that?

_____

Move the marker to Cell R2 C6 and type in 25 then press <ENTER>.

Always return to the top left of the spreadsheet before you Calculate. Press F2 to CALCULATE then fill in the new numbers for:

_____	_____	_____	_____
charge/cup	# servings	gross	net profit

What was the total cost of this "batch" of lemonade? _____. To get your profit, you subtract your total cost from the amount of money taken in. The answer you get when you subtract is the Net Profit.

Let's suppose A&P had a big sale on lemons and sugar. You're out of cups, but they are not on sale. Here are your new costs: sugar - .39/lb lemons/lb - .48 and you had to pay .05 for each cup. Make the changes in the right places. Be sure to press <ENTER> after each change. Return to the top left of the spreadsheet then press F2. Fill in the blanks below.

SUPPLIES	(price) COST/UNIT	(recipe) UNITS USED	COST
sugar...	_____	_____	_____
LEMONS..	_____	_____	_____
cups....	_____	_____	_____

Total cost ..... _____

_____	_____	_____	_____
charge/cup	# servings	gross	net profit

You are now ready to go into the Lemonade Business. Your charge per cup will be .60/cup. You found a great sale on lemons and cups and the cheapest sugar was $2.10 for 5 pounds. (Can you figure how much this is for 1 pound?) Lemons are .42/lb. You also had to pay 2 cents for each cup you used. You want to make 50 cups of lemonade. Please put these numbers in the correct CELLS in the Spreadsheet. Remember to press <ENTER> after each change, return to the top before pressing F2. From now on, you will not be reminded of this.

COMPLETE THE FOLLOWING: (use the information from the previous paragraph.)

Servings _____

+++ RAW MATERIALS +++

* SUPPLIES *	RECIPE	COST/UNIT	TOTAL COST
sugar	_____	_____	_____
lemons	_____	_____	_____
cups	_____	_____	_____

TOTAL COST_____ COST TO MAKE ONE CUP _____

.60		30.00	
CHARGE/CUP	# Servings	GROSS	NET PROFIT

-.-.-.

YOUR #________ NAME ____

JOB # ______ PERIOD ______ COMPUTER USED ________ DATE DUE / /
last date / /

FILL IN THE BLANKS USING THE INFORMATION GIVEN.

Servings ____________ +++ RAW MATERIALS +++

Sugar/lb ____________________ ____________ CHARGE/CUP

Lemons/lb ____________________

cost/cup ____________________

* SUPPLIES *	COST/UNIT	+ RECIPE +	COST
sugar	________	________	________
lemons	________	________	________
cups	________	________	________

TOTAL COST____________ COST TO MAKE ONE CUP ______________

____________________ GROSS ________________ NET PROFIT

·;

FILL IN THE BLANKS USING THE INFORMATION GIVEN.

Servings ____________ +++ RAW MATERIALS +++

Sugar/lb ____________________ ____________ CHARGE/CUP

Lemons/lb ____________________

cost/cup ____________________

* SUPPLIES *	COST/UNIT	+ RECIPE +	COST
sugar	________	________	________
lemons	________	________	________
cups	________	________	________

TOTAL COST____________ COST TO MAKE ONE CUP ______________

____________________ GROSS ________________ NET PROFIT

>+

Job # _____ _____ date due: / / last date: / /
100

We are having a Computer Class Candy Sale. The Spreadsheet is a Marvelous way for us to keep track of our Candy Sale. Since you have had a little experience using a Spreadsheet, we will capitalize on this experience and ask you to set up a Spreadsheet to keep track of the Class Candy Sale.

As a means of motivation, we will have competition between classes, the class that brings in the MOST $ PER CLASSMATE will go on a Field Trip. Since there are different numbers of students in each class, the class with the most money brought in per student will be the winner. If you take candy to sell, do not leave the candy in your locker or out in the Hall, because it will not be there when you return. You are responsible for all candy. Any candy stolen from you will have to be repaid by YOU.

Students who have had 4 Probation Cards or who have been suspended from school will have the priviledge of going on the Class Field Trip in April suspended.

To set up your spreadsheet, you will need to know the names of all the students in the class. Your teacher will give you the names, in alphabetical order. Jot them down in your notebook for further reference. You will need to know:

The names of each student in class.
How many boxes each student took to sell.
How much money the student returned.
How much money the student needs to return to be "even up."
The total number of boxes the class has taken. SUM(R2C3)
How much money the class has returned. SUM(R2C4)
The money brought in per student. Total $ In /# of students

To enter a formula into a cell, position the marker on that cell. Press F3 then enter the formula. Press <ENTER> when you have completed the formula.

Remember to use the cell name in the formula.

On the Cell where you want only a whole number, like for the number of boxes taken, move the marker over the cell you want as a whole number and press F5 then type an I and <E>. In this way, you will eliminate the decimal place.

A: DESKMATE
B: TIDES DISKETTE
A> DESK <E>
F10 <E> THEN TYPE B <E>
MOVE MARKER TO WORKSHEET COLUMN, PRESS <ENTER>
Use the FILENAME Candy.

YOUR SPREADSHEET ON YOUR DISKETTE WILL BE GRADED. BOTH YOU AND YOUR PARTNER WILL RECEIVE THE SAME GRADE, SO BE SURE, FOR YOUR SAKE, YOU DO IT RIGHT.

TO LEAVE: Press F12, at the Main Menu press F12. B> A: <E> A>CLS <E>
Remove diskettes when the light is off.

YOUR #_____ _____ NAME _____
90

JOB # _____ PERIOD _____ TIDE WAVE DATE DUE / /
last date: / /

Answer the following about each program listed.

PROGRAM TITLE	Type Program	BRIEFLY DESCRIBE WHAT THIS DOES
Spook		
Wordies		
Age in Days		
Shopping Spree		
Piracy		
Maxit		
Oregon Trail		
Bowling Champ		

1. Use Wordies, what is your score after 10 Questions?_____

2. What was your score after playing MAXIT ?_____

3. After using Oregon Trail, on June 21, 1847, how many miles do you have to go before reaching Oregon?_____

4. What did Piracy tutor you in?_____

5. What is the difference between Public Domain and Copyrighted Software?

_____

_____

_____

YOUR #_____ _____ NAME _____
25

JOB # 35 PERIOD _____ TIDE WAVE DATE DUE / /
last date / /

EVALUATING EDUCATIONAL SOFTWARE

Evaluate the software the teacher assigns you. Use the program for at least forty five minutes before you begin to complete this form.

NAME OF PROGRAM: _____

KIND OF SOFTWARE:(see notes)_____

WRITER OR PUBLISHER:_____

DATE: _____ LEAST AMOUNT OF MEMORY NEEDED: _____
(Unless it tells otherwise, the least memory is 128K)

HELPFUL PERIPHERAL(S): _____

SUBJECT(s) SOFTWARE COVERS:_____

HOW MANY CAN WORK THIS PROGRAM AT ONE TIME? _____

Use two complete sentences to tell the PURPOSE of the program.

_____

_____

_____

_____

HOW HARD IS IT TO START WORKING THE PROGRAM?___easy ___average ___hard

HOW USEFUL IS THE DOCUMENTATION?
___very useful ___somewhat useful ___needs improvement

DOES THE USER CONTROL HOW FAST (PACE) THE PROGRAM GOES? ___YES ___NO

DOES THE PROGRAM GIVE HELPFUL COMMENTS TO THE ANSWERS GIVEN BY THE USER? ___YES ___NO

IS THE COMMENT THE PROGRAM GIVES THE USER ALWAYS THE SAME? __YES __NO

HOW WOULD YOU RATE THE DISPLAY OF THE WORDS ON THE SCREEN?
___excellent ___good ___fair ___poor

HOW WOULD YOU RATE THE PROGRAM'S GRAPHICS?
___excellent ___good ___fair ___poor ___not applicable (none)

HOW WOULD YOU RATE THE PROGRAM'S SOUND EFFECTS?
___excellent ___good ___fair ___poor ___not applicable (none)

OVERALL, WHAT KIND OF LEARNING COULD TAKE PLACE WITH THIS PROGRAM?
___excellent ___good ___fair ___poor

YOUR # _____ _____ NAME _____

JOB # 36 PERIOD _____ TIDE WAVE DATE DUE / / last date / /

S O F T W A R E WORD SEARCH

Use your notes to find the word which matches the definition below. Then find that word in the puzzle.

1. _____ Software which allows a computer to do a specific job such as act as a data base.

2. _____ Application software that acts as an electronic typewriter.

3. _____ Application software that acts as a filing cabinet.

4. _____ Application software that acts as account books.

5. _____ Reviews a subject you already know.

6. _____ Allows you to pretend you are in a situation that is dangerous or not practical.

7. _____ Helps you learn something new.

8. _____ Aids in doing a job like making a poster or sign.

9. _____ A person that copies copyrighted software and either sells it or gives it away.

10. _____ Software available for a small fee.

11. _____ Free software for anyone.

12. _____ Commercial software; illegal to make copies.

13. _____ The "how to" printed material that comes with a diskette.

14. _____ The program has many capabilities.

15. _____ A list of further choices found after looking at a menu.

16. _____ List 5 Entertainment Software kinds.

17. _____

19. _____

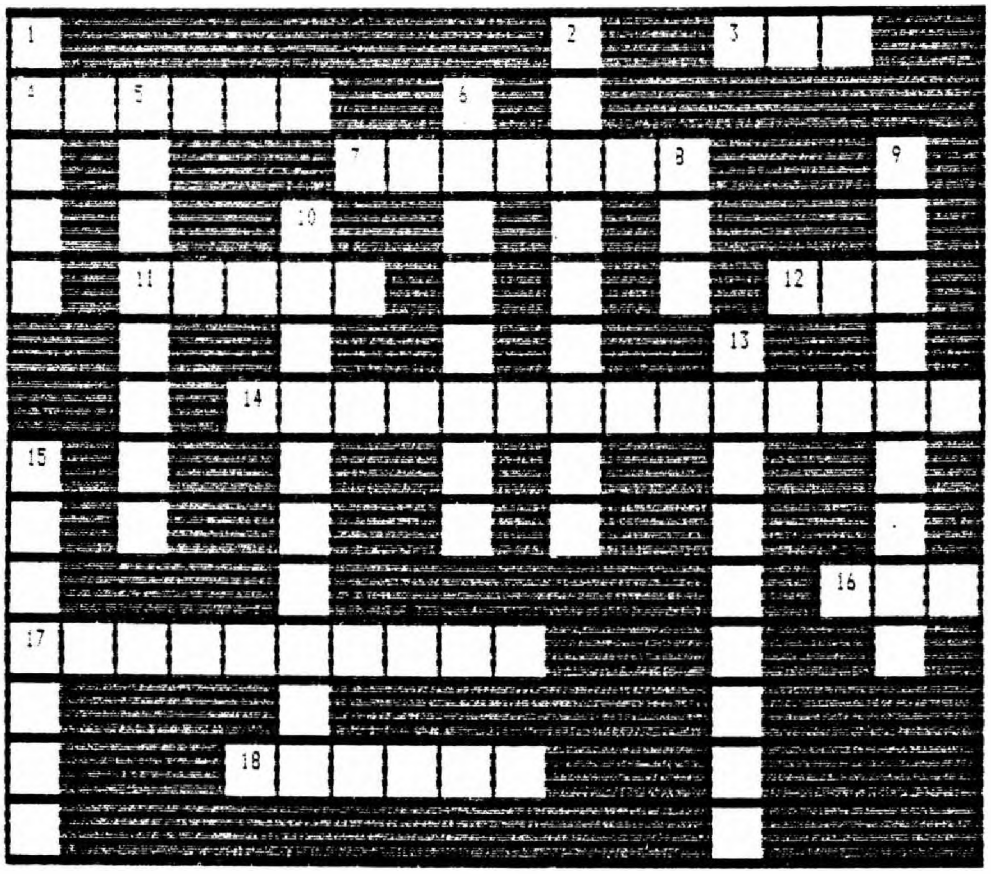
18. _____

20. _____

X	X	N	K	H	W	Q	I	T	Z	X	X	I	O	N	C	S	V	Y	N	S	O	V	S	B
A	B	G	D	B	I	V	E	R	S	A	T	I	L	E	M	T	J	G	T	E	T	T	L	D
G	N	H	C	N	Z	D	C	C	C	X	U	J	E	K	J	O	V	C	Q	Y	R	G	A	D
R	P	L	M	D	R	W	L	O	W	D	S	H	K	R	D	A	L	A	R	O	T	T	T	X
X	Q	U	S	U	I	Y	C	P	Q	C	B	U	O	O	B	P	T	Z	P	P	A	G	Q	G
H	C	N	L	I	I	W	Q	Y	Q	E	O	F	A	U	Q	P	O	S	M	B	D	T	X	I
Y	I	N	Z	Z	N	Z	N	R	Q	Y	E	A	A	N	C	L	E	U	A	S	O	E	W	S
C	C	Y	I	A	E	K	E	I	B	P	C	E	R	T	E	I	T	S	V	U	X	L	I	Q
Q	T	E	D	M	T	E	N	G	B	Q	I	T	Q	X	X	C	E	I	B	N	U	W	G	R
J	L	T	Q	H	N	H	A	H	H	D	T	A	R	G	S	A	T	V	J	B	V	D	X	G
H	C	H	L	R	A	J	W	T	Y	G	C	R	B	D	G	T	G	M	N	C	O	P	T	E
C	D	U	W	F	O	Z	G	E	D	V	A	I	I	G	I	I	V	A	E	K	K	U	E	J
C	O	T	Y	O	X	C	R	D	M	Y	R	P	S	T	V	O	L	R	V	V	S	B	E	V
S	C	I	J	A	P	O	L	O	I	A	P	P	V	K	H	N	A	H	G	S	S	L	H	H
X	U	L	G	D	D	L	J	D	V	O	L	U	C	N	B	W	X	Z	M	O	M	I	S	N
I	M	I	Y	Y	M	V	M	I	H	B	L	K	Z	E	E	F	V	K	I	T	D	C	D	V
H	E	T	I	G	A	D	E	T	R	E	I	R	L	R	R	A	Y	O	V	N	K	D	A	S
V	N	Y	S	Y	K	W	E	N	Z	J	R	Z	A	G	V	A	U	X	O	U	C	O	E	S
H	T	S	P	N	K	A	A	K	T	I	D	H	Y	N	O	L	C	I	L	N	N	M	R	S
C	A	L	I	U	A	O	P	F	E	U	S	G	M	Z	T	Y	T	M	A	E	O	A	P	F
Y	T	D	U	P	U	U	O	O	I	T	R	V	L	B	U	A	F	V	I	M	I	I	S	L
N	I	T	H	W	T	T	N	V	D	C	H	E	H	X	L	W	A	F	R	B	T	N	A	A
M	O	R	R	O	L	E	P	L	A	Y	I	N	G	U	M	I	S	V	O	U	C	X	V	G
H	N	H	F	P	Z	G	P	X	T	D	Q	X	M	R	U	Q	E	K	T	S	A	I	E	[illegible]
V	C	W	Q	Z	E	I	H	B	W	M	H	I	A	O	B	Y	A	S	U	J	Z	L	I	[illegible]
F	Y	K	P	Z	X	W	J	M	C	N	S	X	M	M	N	Q	H	K	T	X	J	Z	A	[illegible]
V	V	V	D	P	R	O	S	S	E	C	O	R	P	D	R	O	W	Y	S	A	T	J	X	C
M	E	P	Y	G	E	T	A	R	T	S	E	M	Y	H	L	R	K	Z	F	G	P	C	C	Y

YOUR #_____ _____ NAME _____

JOB # 37 PERIOD _____ TIDE WAVE DATE DUE / /
HARDWARE: PP. 28-47, 51-52 + 160-162 last date / /



ACROSS:

3. Abbreviation for Central Processing Unit.
4. Result of Processing Step.
7. __X__ Paper with holes on the side.
11. I/O device which allows one comp. to "talk" to another by telephone.
12. Abbreviation for Read Only Memory.
14. A CPU on a silicon chip.
16. What the DISPLAY is sometimes called.
17. Thousands of tiny interconnecting electricla circuits.
18. Storage media: __x__ disketts.

DOWN

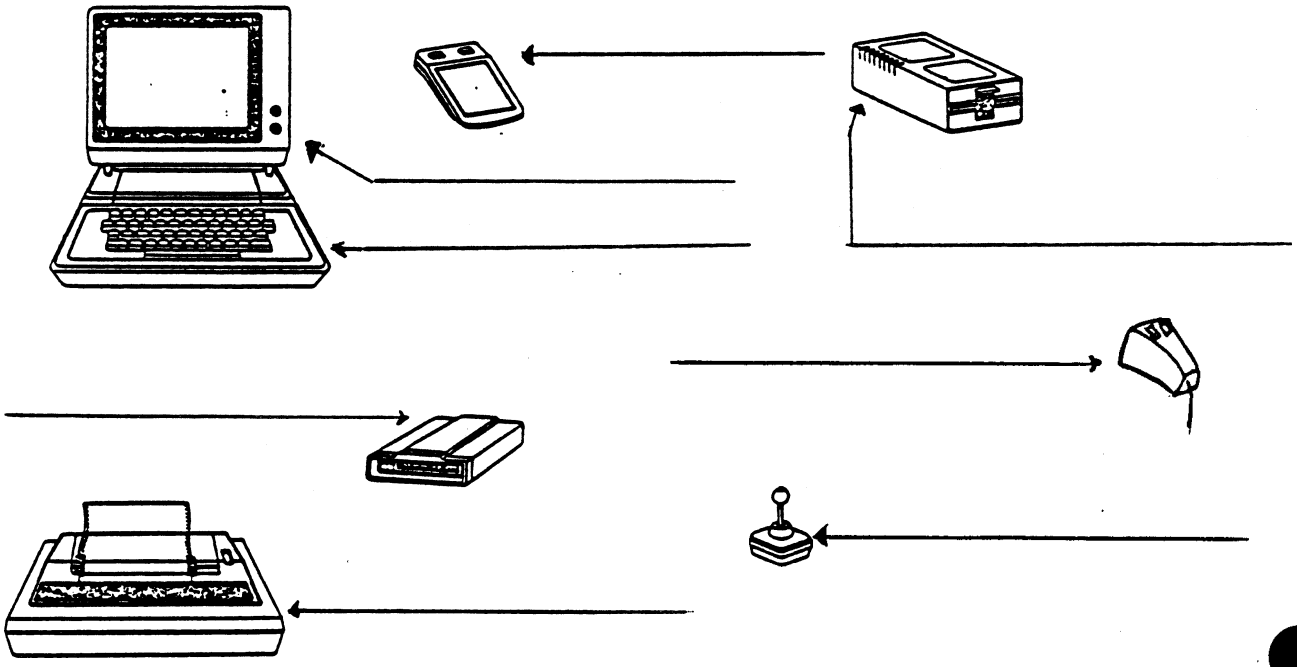
1. The CPU is made of the Arithmetic/_X_ Unit.
2. Kind of printer which uses a pin to print the letters.
5. I/O device which has a screen and keyboard:no CPU
6. Output printed on paper.
8. Abbreviation for temporary memory.
9. Form of memory of RAM.
10. "Add-on" to the computer.
13. Form of memory of ROM
15. Found in sand and used to make chips.

YOUR #_____ _____ NAME _____
40

JOB # 38 PERIOD _____ TIDE WAVE DATE DUE / /
last date / /

HARDWARE: COMPUTER LITERACY THROUGH APPLICATIONS Chapter 2
pp 29-36 and 40 - 47

Identify each peice of computer hardware shown below. Select your choices from the capitalized words in the statements at the bottom. Then fill in the blanks at the bottom of the page.



1. MOUSE: An input device which consists of a small box and one or more buttons. It moves along the table top moving the _____ on the screen at the same time.

2. GRAPHICS TABLET: A flat table like input device that allows the user to _____ pictures which appear simultaneously on the screen.

3. KEYBOARD: An input device which resembles a typewriter and whose central keys usually have a _____ arrangement.

4. PRINTER: A device that produces what is called a printout or _____.

5. MONITOR: An output device, also called a display _____.

6. MODEM: A device that changes analog signals to _____ and back again to allow computers to communicate by means of telephone lines.

7. JOYSTICK: An input device used in place of the arrow keys on the keyboard. It is faster and lets you move in _____ directions instead of four.

8. DISK DRIVE: A hardware item that contains a _____ head. It is used with floppy disks for both input and output.

YOUR #_____ _____ NAME _____
30

JOB # 39 PERIOD _____ TIDE WAVE DATE DUE / /
last date / /

KNOWING YOUR COMPUTER

Hint: Read pages 31-32 and 40-41 in COMPUTER LITERACY THROUGH APPLICATIONS before you begin.

Give the following information about the computer you will be using during this course.

1. Brand name of computer: _____

   Model Number: _____

2. Amount of RAM (random access memory): _____

3. Kind of display screen attached to the computer:

   Televison or monitor: _____

   Brand name and model: _____

4. Does the computer have one or two disk drives? _____

5. What kind of keyboard does it have? Darvok or Qwerty? _____

6. Is a printer atached to the computer? _____

   If so, what brand name is it? _____

7. What four peripherals available in class, can be connected to the computer?

1. _____ 3. _____

2. _____ 4. _____

8. Give eight titles of school owned software that you can use with this computer?

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

YOUR #_____ _____ NAME _____
100

JOB # 40 PERIOD _____ TIDE WAVE DATE DUE / /
last date / /

You have $1,500.00 to spend on your "DREAM" computer system. You must spend at least $1,100.00. Your purchases must be on HARDWARE and peripherals. You are to use the magazines in the classroom to fulfill this assignment. The Magazine Rack will be called the COMPUTER SHOPPING MALL for the next few days.

Complete the chart:

COMPUTER :(only includes keyboard and CPU)

BRAND NAME	FEATURES	COST	MEMORY	MAGAZINE TITLE DATE, PAGE NO.

MONITOR:

BRAND NAME	FEATURES	COST	MAGAZINE TITLE DATE, PAGE NO.

DISK DRIVE: (ONLY PART THAT CAN BE INCLUDED in the box with the CPU)
If you can buy it with the computer, write INCLUDED for COST, then fill in all the other columns. If it must be bought separately, answer all the columns.

BRAND NAME	FEATURES	COST	MEMORY	MAGAZINE TITLE DATE, PAGE NO.

OTHER PERIPHERALS: (Must have at least one, but no more than three)

BRAND NAME	FEATURES	COST	MEMORY	MAGAZINE TITLE DATE, PAGE NO.

$_____
TOTAL

*** *** SPECIAL KEYS for the IBM or TANDY 1000 *** ***

ALT + P shows PRINT ALT + I shows INPUT ALT + A auto line num

ALT + N shows NEXT ALT + F shows FOR ALT + C for COLOR

ALT + T shows THEN ALT + G shows GOTO ALT + L for LOCATE

BACKSPACE - Erases one character to the left when depressed.

CTRL + BREAK - Stops Auto Line numbers and stops a RUNning Program.

CAPS - When light is on, all letters are in capital letters.

CTRL + HOME - Clears the screen.

DELETE - When NUM/LOCK is off, deletes the character the cursor is on.

ENTER - Tells the computer you're finished and ready for next line.

F1 - LISTS program, or certain lines such as LIST 100-200,or LIST 345

F2 - RUNs the program.

F3 - Presents LOAD" (you fill in filename and press <ENTER>).

F4 - Presents SAVE" (you fill in filename and press <ENTER>).

F5 - Presents RUN" (you fill in filename and press <ENTER>.

F6 - Presents REM F9 - Presents EDIT F12 - Presents FILES

F7 - Presents DATA F10 - Presents SYSTEM

F8 - Presents GOSUB F11 - Presents NEW

HOLD - Temporaraly stops the program. Press HOLD to start it again.

HOME - Sends the cursor to the top left corner of the screen.

INSERT -When NUM/LOCK Key is off, press INSERT to insert a character. Depress INSERT again to return to regular mode. Note that you are in INSERT mode when the cursor is only half a cursor.

NUM/LOCK - Causes the number keys on the KeyPad to print. If this is not on, the symbols on the top of the keys are shown on the screen.

SHIFT -Hold down this key and any other key to get a capital letter or the symbols on the top on the key.

TAB - Moves the cursor the specified spaces in parenthesis; ex: TAB(20) will move the cursor 20 spaces before it prints anything.

↑ - Moves cursor upward.

↓ - Moves cursor downward.

→ - Moves cursor to the right.

← - Moves cursor to the left.

PUNCTUATION MARKS THAT ARE IMPORTANT WHEN USING B A S I C

" " (quotation marks) : When following a PRINT will show the contents of the inside on the screen.

; (semi colon): Causes the cursor to stop and print the next character right at that spot.

: (colon) : Used to show two or more different, but related statements at one line number.

' (apostrophe) : Can be substituted for REMARK or REM.

? - Can be substituted for PRINT

, (comma): causes cursor to move to the next column on screen to print the next statement.

ARITHMETIC OPERATIONS

+	means addition	*	means multiplication
-	means subtraction	/	means division

( ) performs operation inside parenthesis first.

^ Finding the power is done first < > not equal to

* or / is done next > greater than

+ or - is done last < less than

= equal to

T E R M S IN THE BASIC COMPUTER LANGUAGE

BASIC KEYWORDS (used with line numbers)

CLS: Clears the "garbage" off the screen

DATA: Stores data in your program. It must be used with the READ keyword.

END: Ends the program.

FOR...NEXT: The computer repeats the statement between the FOR and NEXT the number of times designated in the FOR statement. If there is no statments in between, the computer just counts to itself until it reaches the last number in the FOR statement.

GOTO: Sends the computer to a line you specify.

GOSUB: Sends the computer to a sub routine you specify. The sub-routine must end with RETURN.

IF....THEN: Tests a relationship. If the statment is true, the computer does the instruction following THEN. If the statement is false, the computer goes to the following line.

INPUT: Causes the computer to stop and wait for an input from the keyboard. A question mark appears on the screen telling you it's waiting. This can be used like a PRINT if you put a semi-colon after the quotation marks. Ex: INPUT "Your age is ";A$

LET: Tells the computer to store the value of a variable in a memory location (address).

LOCATE: Sets the X, Y coordinates for printing to be located.

READ: Reads the items in the DATA statements and gives it a variable name.

REM: Allows you to insert a remark in the program. The computer ignores everything after it sees REM. It is printed in the listing.

RETURN: Returns the computer to the line following the GOSUB statement.

RESTORE: Allows the computer to reuse the DATA statements in a program

BASIC COMMAND WORDS (used without line numbers)

FILES: Presents a list of filenames stored on the diskette.

KILL "FILENAME.BAS" : Deletes a file from the diskette.

LOAD "filename": Loads a program "filename" into the memory of the computer.

LIST: Lists the contents in the computer's memory.
To see a LISTing of the code, press F1 <E>.
To see a LIST of specific lines of code, press F1 and type the line #. Like = LIST 600 <E>
To LIST a specific section of code, press F1 and type the line #'s. Like- LIST 1000-1090 <E>

LLIST: Prints the contents of the computers memory on the printer.

LPRINT: Prints something on the printer. Used like a PRINT statement, but the information is printed on the printer instead of the monitor.

PRINT: Shows something on the monitor. If quotation marks are used, what is inside the quotation marks is printed. If quotation marks are not used, the computer will print numbers and/or the arithmetic meanings.

NEW - Erases everything in the temporary memory section of the computer. Should be used when you leave the computer.

RUN: Causes the computer to follow the instructions in the program.

SAVE "FILENAME": Saves a program "filename" onto the media of the diskette.

Explanation of BASIC LANGUAGE ERROR messages:

SYNTAX ERROR: Something is misspelled or there is a space in the wrong place.

ILLEGAL FUNCTION CALL: A number is improper, check the data statements first then any place in the program where there is a numeric variable.

OUT OF DATA: There is a period in place of a comma in the data statements; there may be a comma at the end of a data line. Some of the data is missing, not all of it has been typed in. Check the end of the lines against the page to see they line up the same way.

SUBSCRIPT OUT OF RANGE: Check the numeric variables, especially the DIM statements. Check the SCREEN number, if it is incorrect, the COLOR numbers will cause this error.

MISSING OPERAND: Need quotation marks(") instead of apostrophes (').

NEXT WITHOUT FOR: The error is in the line that should have a FOR. Find the line above which begins the FOR-NEXT loop. The error is there. Check to see if there are spaces in : FOR 1 TO 10

TYPE MISMATCH: Make sure the spacing is exactly as the program page. There are no spaces before or after ( ) parenthesis.

_*_*_*_*_*_*_*_*_ Explanation of ERROR messages: *_*_*_*_*_*_*_*_*_*

SYNTAX ERROR: Something is misspelled or there is a space in the wrong place.

ILLEGAL FUNCTION CALL: A number is improper, check the data statements first then any place in the program where there is a numeric variable.

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TYPE MISMATCH: Make sure the spacing is exactly as the program page. There are no spaces before or after ( ) parenthesis.

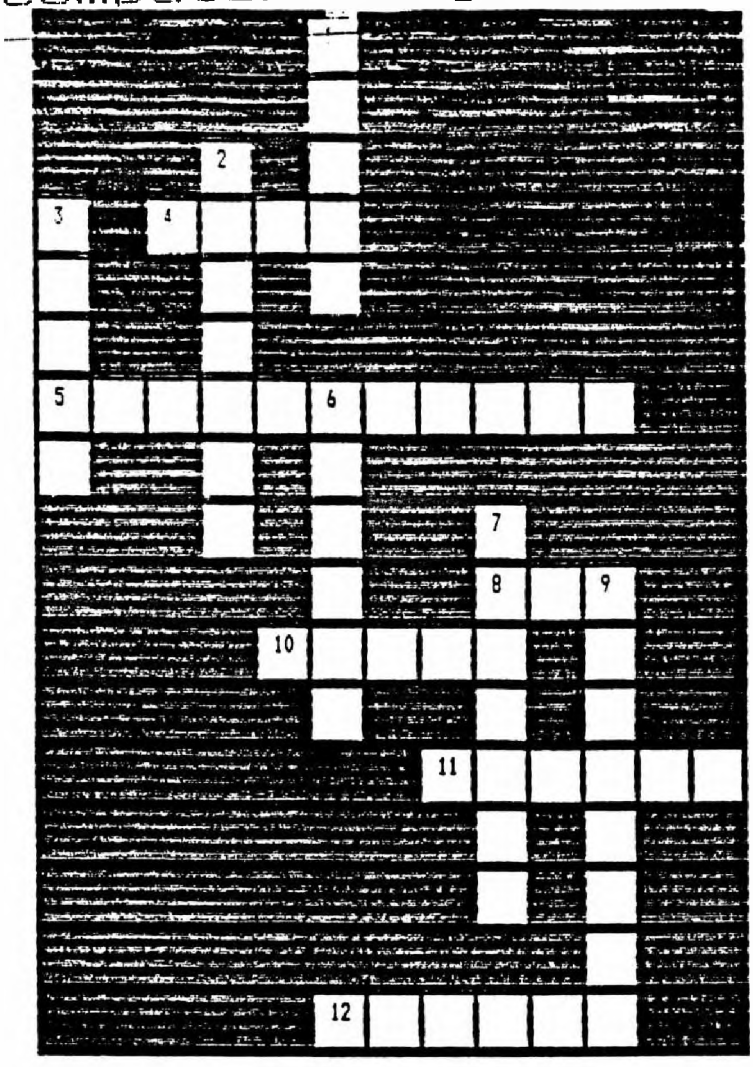
++*+*+*+*+*+ DEBUGGING HINTS *++*+*+*+*+*+*+*+*+*+*

1. Write down any error messages you receive.
2. Look up the error messages on the previous page.
3. Correct all the problems you can find, and SAVE a corrected copy of the program before typing RUN again.
4. Mistakes in DATA statements are the single most ;common cause of program failures. Check the data statements, line by line, letter by letter, comma by comma, number by number.
5. LIST the program in screen-size chunks, like LIST 10-50 <E> to see only lines 10 through 50. Compare what you've typed in letter by letter to the program page.
6. MAKE SURE THE SPACING IS E X A C T L Y AS IT IS ON THE PROGRAM PAGE.

YOUR #_____ _____ NAME _____

JOB # -43- PERIOD _____ TIDE WAVE DATE DUE / /
last date / /

Computer Languages



ACROSS

4. Structured language for children using a turtle for the cursor.
5. Needed for computers to understand high level languages.
8. Computer language used by the U.S. Defense Department.
10. Most common high level language, used by all micros.
11. Computer mode which does not require line numbers.
12. Number system based on only two numbers, one and zero.

Down

1. Computer language used for businesses.
2. Computer language used by scientists and mathmaticians.
3. Acronym for Beginners All-purpose Symbolic Instruction Code.
6. Computer language taught to college students.
7. A low level computer language understood by computers.
9. Language that is very close to machine language.

YOUR #_____ _____ NAME _____
20

JOB # 44 PERIOD _____ TIDE WAVE DATE DUE / /
last date / /

You and your partner will use your computer to find out that it can act as a regular calculator. Instead of using the keyword PRINT, use a Question Mark (?). You will see that it does the same thing as a PRINT statement. Use the NUMERIC KEYPAD. Light up the NUM LOCK key. The INSERT key acts as a + sign. What does the DELETE key do?

_____

You work on the first ten problems then let your partner work on the second ten. Both of you must record the answers to all the problems. Boot DOS, at A> type BASIC <E> then begin your work.

YOU TYPE	AFTER PRESSING THE ENTER KEY, WRITE WHAT YOU SEE ON THE MONITOR BELOW.
1> PRINT 5 + 6	_____
2> ? 5 + 6	_____
3> ? " 5 + 6 "	_____
4> ? "5 + 6 = " 5 + 6	_____
5> ? 5 * 6	_____
6> ? 30/6	_____
7> ? Freshman	_____
8> ? "Freshman"	_____
9> ? X + Y	_____
10> ? (25 + 75)/2	_____

** ** *

11> ? 25 + 75/2	_____
12> PRINT 17 - 12	_____
13> ? 17 - 12	_____
14> ? (100 * 12)/3	_____
15> ? 100 * 12/3	_____
16> ? 100/5000	_____
17> ? WHAT	_____
18> ? "WHAT"	_____
19> ? (10 * 20) + (15 - 5)	_____
20> ? "64 - 10 = " 64 - 10	_____

YOUR #_____ _____ NAME _____
25

JOB # 45 PERIOD _____ TIDE WAVE DATE DUE / /
LAST DATE / /

There are two ways to give instructions to the computer so it will do what you want it to do. DIRECT MODE and PROGRAM MODE.
This assignment shows the differences in DIRECT Mode. The quotation marks make the difference. See what they cause in the following assignment. Be sure to press <ENTER> after each line has been typed.

YOU TYPE TYPE <ENTER> TO SEE

PRINT "THIS IS MY COMPUTER"_____

PRINT THIS IS MY COMPUTER _____

PRINT "THIS IS THE DIRECT MODE"_____

PRINT 2 + 2_____

PRINT "2 + 2" _____

PRINT "5 * 6 = " 5 * 6 _____

PRINT 9 - 7 _____

PRINT "9 - 7" _____

PRINT (15 + 80)/4 _____

PRINT 15 + 80/4 _____

PRINT "15 + 80/4" _____

PRINT (16 * 8)/5 + 12 _____

1. What will the use of quotations marks do for words or letters?

_____

2. What will the use of quotation marks do for numbers?

_____

3. What will the lack of quotation marks do for words or letters?

_____

4. What will the lack of quotation marks do for numbers?

_____

5. What does a parenthesis do for numbers?

_____

6. What is the sign for multiplication?_____

7. What is the sign for division?_____

YOUR #_____ _____ NAME _____
45

Job # 46 PERIOD _____ DATE DUE / /
LAST DATE / /

A>AUTOEXEC <ENTER>

You must save these programs on your diskette. The programs will be graded from your diskette at the end of the six weeks. When you save your programs; DO NOT USES SPACES IN THE FILENAME.

1. TYPE IN :

```
 5 REM  your name      prog1     today's date
 6 REM
10 CLS
20 PRINT "HELLO"
30 PRINT "GOOD BYE"
40 END
25 PRINT "your name"
```

Remember to press <enter> after every line

Run the program. What does the computer show on the monitor?

_____

_____

Type LIST <ENTER>. Where is line 25? Is that the order you typed it in?

_____

2. Save"PROG1"<E> Type in NEW <E>. Then type in the following lines.

```
 5 REM  your name  prog2  today's date
 6 REM
10 CLS
20 PRINT "WOW";
30 GOTO 20
40 END
```

Run the program. What happens? _____

_____

HOLD DOWN CTRL + BREAK THEN CHANGE LINE 20 TO 20 PRINT "WOW",
Run the program. What happens?

_____

_____

3. Save"Prog2"<E> Type NEW <E> then type in the following lines:

```
 5 REM   your name  prog3   today's date
 6 REM
10 CLS
20 PRINT "HOW","ARE","YOU"
30 GOTO 20
```

Run the program. What do you see on the monitor_____

_____

_____

Hold down the CTRL + BREAK then SAVE"Prog3" <E> Type NEW <E>.

4. Type in the following lines.

```
 5 REM   your name   prog4  today's date
 6 REM
10 CLS
20 PRINT "What is your name?"
30 INPUT N$
40 PRINT "What year were you born?"
50 INPUT Y
60 CLS
70 LET A = 1989 - Y
80 PRINT "At the end of 1989 ";N$;" you will be ";A; "years old"
90 END
```

Press F2 or RUN <E>. Type in the information the computer asks for.

How did the computer do that? Please explain how line 80 works.

_____

_____

_____

5. SAVE"PROG4" <E> Type in NEW <E> then type in the following lines.

```
 5 REM  your name  prog5   today's date
 6 REM
10 CLS
20 LET A = 6
30 LET B = 4
40 LET C = 2
50 PRINT A + B
60 PRINT B - C
70 PRINT A/C
80 PRINT B * C
90 END
```

SHOW WHAT IS ON THE MONITOR WHEN THE PROGRAM IS "RUN."

6. Run the program. Save"PROG5"<E> Type NEW <ENTER>, then type in the following lines:

```
 5 REM  your name  prog6  today's date
 6 REM
10 CLS
20 ?"C"
30 ?"H"
40 ?"AAAA"
50 ?"I   I"
60 ?"R   R"
70 END
```

SHOW WHAT IS ON THE MONITOR WHEN THE PROGRAM IS "RUN."

Run the program. Save"PROG6"<E> Type NEW <ENTER> then CTRL + HOME to clear the screen and ready the computer for the next person.

PRESS F10 TO RETURN TO THE A>

YOUR #_____ _____ NAME _____
40

JOB # 48 PERIOD _____ TIDE WAVE DATE DUE / /

This program will show you the use of a FOR ....NEXT statement. You never have a FOR without a NEXT, or a NEXT without a FOR.

The computer repeats what is between the FOR and NEXT the number of times specified after the keyword FOR. If there is nothing to repeat between the FOR and NEXT, the computer just counts to itself the number of times designated in the FOR statement. This is called a TIMING LOOP.

Type in the following program. The filename is PIE. Remember to press <ENTER> after each line.

```
  5 REM  Your Name   PIE     date
  6 REM
 10 FOR X = 1 TO 10
 20 CLS
 25 PRINT : PRINT : PRINT
 30 PRINT"          A P P L E"
 40 PRINT
 50 PRINT"            P I E"
 60 PRINT
 70 FOR  Z = 1 TO 200 : PRINT Z : NEXT Z
110 CLS
120 PRINT : PRINT : PRINT
130 PRINT"          a p p l e"
140 PRINT
150 PRINT"            p i e"
160 PRINT
170 FOR Z = 1 TO 200: PRINT Z : NEXT Z
180 NEXT X
190 END
```

Press F2 to RUN this program. If there are errors, fix them. Run the program a few times. Remember: F1 <E> to see a LIST of the CODE.

1. What is the purpose of FOR Z = 1 to 200: NEXT Z in line 70?

_____

2. What happens between the FOR X and NEXT X in this program?

_____

3. Of what use is a FOR ... NEXT loop?

_____

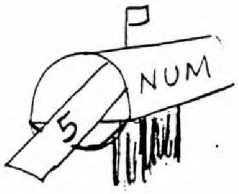
4. Remove lines 70 and 170 by typing 70 <E> then 170 <E>. List the program to make sure the lines are gone. Run the program again, what happens when lines 70 and 170 are no longer in the program?

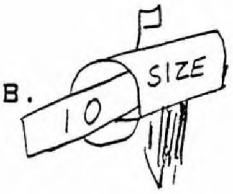
_____

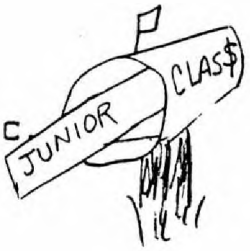
DO NOT PUT SPACES IN THE FILENAME. SAVE "PIE" Type NEW <E>

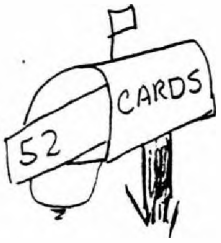
WORKSHEET- VARIABLES / / NAME _____

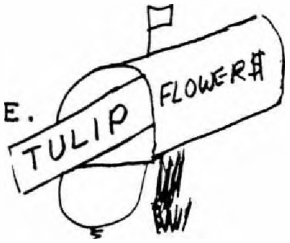
TELL WHETHER EACH OF THE FOLLOWNG REPRESENTS A STRING VARIBLE OR A NUMERIC VARIABLE, AND GIVE ITS VALUE. THE VALUE IS THE PIECE OF MAIL IN THE MAILBOX.

A. 

B. 

C. 

D. 

E. 

F.

A. _____

B. _____

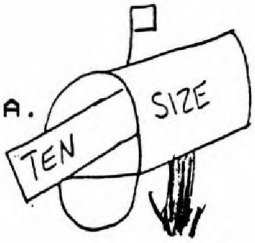
C. _____

D. _____

E. _____

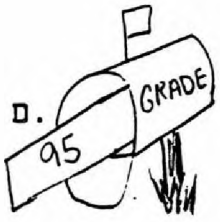
F. _____

FIND THE ERROR, IF ANY, IN EACH OF THE FOLLOWING. GIVE A POSSIBLE SOLUTION. THE VALUE IS CORRECT, THE VARIABLE ADDRESS MAY NEED CHANGING.

A. 

B.

C.

D. 

E.

F.

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

YOUR #_____ NAME _____

JOB # _____ PERIOD _____ TIDE WAVE DATE DUE / /

USING PRINT STATEMENTS AND ARITHMETIC OPERATIONS

To find out what the doctor said after she examined the sick computer, match the PRINT statements in the INPUT column with the correct OUTPUT on the right. The line number of the PRINT statement will tell you where to put the letter beside the OUTPUT in the coded answer below.

The values of X, Y, and Z are in MEMORY.

INPUT	OUTPUT
10 PRINT X	___ (C) X*Y
20 PRINT "X"	___ (M) X
30 PRINT Y+Z	___ (H) 2
40 PRINT "Y+Z"	___ (S) X−Y
50 PRINT X*Y	___ (L) 8
60 PRINT "X*Y"	___ (U) X/Y
70 PRINT X+Y+Z	___ (A) 3
80 PRINT Y/Z	___ (O) 18
90 PRINT "X/Y"	10 (I) 12
100 PRINT X−Y	___ (R) Y+Z
110 PRINT "X−Y"	___ (E) 6
120 PRINT "X+Y+Z"	___ (T) 48
130 PRINT X/Y	___ (N) X+Y+Z
140 PRINT X−Z	___ (Y) 10

What did the doctor say after she examined the sick computer?

140 70 90 40 20 130 60 80 10 120 30 80 130 110 130

50 30 40 20 10 120 130 100 10 100 100 120 30 110 110

JOB # _____ _____ HOLIDAY using READ / DATA DATE DUE / /
50 last date / /

We have used INPUT statements to get data and use it. When we use INPUT, the data can change. That is why a variable name is assigned to it.

The word READ tells the computer to search for the keyword DATA in the program and READ up to a comma in that statement.

The word DATA is used in a program line to store information that will not be changed. It is not variable. It stays with the program. It does not change unless you re-program it.

Let's see how DATA statements work. Type in....

```
5 REM  Name   HOLIDAY  Date
6 REM
10 Cls
20 PRINT
30 FOR L = 1 TO 3
40 READ D$
50 NEXT L
60 DATA INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY
70 END
```

After you type in the program, run it. You see nothing, but that doesn't mean the computer is doing nothing. There is just no line of code which tells the computer to PRINT anything. The computer has been "reading." It has not yet been instructed to SHOW anything on the monitor Now add....

```
15 PRINT "AMERICA'S GREAT HOLIDAYS ARE: "
45 ? D$
```

(Remember ? does the same as PRINT.)

Run this program several times.....

Change line 70 to....

```
70 GOTO 20
```

RUN THE PROGRAM.

Did you find out the computer is OUT OF DATA?

After the computer has read the DATA statments it forgets it, so if we want the computer to read it again, we must have a way to tell the computer to put the information back in. The word RESTORE works!

Type in
```
70 RESTORE
80 GOTO 10
```

Run this program several times. When you get tired, press CTRL + BREAK to stop the program. It is in an ENDLESS LOOP. It will CONTINUE to GOTO 10 forever, or until we pull the PLUG or something.

You can also use numbers in DATA statements like.....
Type in the following:

```
60 DATA 7/4/88  INDEPENDENCE DAY
70 DATA 9/5/88  LABOR DAY
80 DATA 11/24/88  THANKSGIVING DAY
90 END
```

RUN THE PROGRAM... SAVE"HOLIDAY" Press F1 <E>

As the program is now, only 3 pieces of data can be entered. The FOR - NEXT loop only counts to 3. If we wanted to enter 10 pieces of data, we would have to put FOR L = 1 TO 10. But if we had thousands of pieces of data, it would be impractical to count up all the data just so we would know how much to put in the FOR statement. There is another way..

Erase lines 30 and 50. All you need to do is type 30 then press <ENTER> then type 50 and press<ENTER>.

Type in:

```
41 IF D$ = "END" THEN PRINT "THAT'S ALL THERE IS!":END
81 DATA END
85 GOTO 40
```

RUN THE PROGRAM.. Press F1 <E> then continue reading below.

What causes the program to STOP is END in line 81 and the computer checks for it each time it goes through the program. Line 41 uses IF..THEN. If - Then is used as a test. IF D$ does = "END" THEN the computer will print "That's all there is!" and the program ends. IF D$ does not = "END" THEN the computer goes to the next line which is line 50, and the program continues. It will go on as long as D$ does not = "END". Look up IF..THEN in BASIC KEYWORDS in this workbook.

Also notice that you can add line numbers between the line numbers already in the program. You can add a line 41 and 81, and 51 etc.

In line 41, there is a colon (:) after the last quotation mark. A colon allows you to enter another instruction statement on the same line. What is added after the colon is an instruction which has some relation to the first instruction on the line.

save "HOLIDAY2" <ENTER>

Type NEW <ENTER>

Type CLS <ENTER>

To return to the A> type SYSTEM <ENTER> OR press F10

THESE PAGES ARE NOT TO BE HANDED IN, THE PROGRAMS HOLIDAY AND HOLIDAY2 WILL BE GRADED ON YOUR DISKETTE AT THE END OF THE SIX WEEKS.

ANSWER THE NEXT PAGE THEN TURN IT IN.....IT WILL BE GRADED..BY ITSELF

YOUR #_____ _____ NAME _____
50
JOB # 53 PERIOD _____ TIDE WAVE DATE DUE / /
last date / /

These questions are to be answered by working with HOLIDAY and HOLIDAY2 and THEN turning only this page in.

HINT: Read the information in Holiday and Holiday2 carefully. Answer the following from your experience with Holiday, Holiday2 and from what you read.

1. Why would you use READ / DATA in a program instead of INPUT to get information into the computer?

_____

_____

2. Which word always goes with DATA ?_____

3. What BASIC KEYWORD is used when we want to tell the computer to read the information in the data statements again.

_____

4. What is an ENDLESS LOOP? _____

_____

5. Explain how you could erase a whole line after you had RUN the program.

_____

_____

6. How does IF THEN work? (see BASIC KEYWORDS in this workbook.)

_____

_____

_____

_____

7. What punctuation mark can be used so more than one statement can be put on a line?

_____

YOUR #_____ NAME _____

JOB # 54 PERIOD _____ TIDE WAVE DATE DUE / /

&^^^&^^^&^^^& CREATE YOUR OWN POEM &^^^&^^^&^^^&

DIRECTIONS: Enter this program into your computer. When you are finished, SAVE it with the filename POEM. Remember to add REM lines 5 and 6. RUN the program. It will help you write a poem.

```
NEW
 10 CLS
 20 PRINT "WELCOME TO THE WORLD OF POETRY!"
 30 PRINT "WHAT'S YOUR NAME?"
 40 INPUT N$
 50 PRINT "HELLO, ";N$;", LET'S WRITE SOME POETRY."
 60 PRINT:PRINT "FIRST, ENTER A NOUN.": INPUT A$
 70 PRINT "NOW ENTER TWO WORDS THAT DESCRIBE ";A$;"."
 80 PRINT "ENTER THE WORDS ONE AT A TIME."
 90 INPUT B$:INPUT BB$
100 PRINT "ENTER THREE WORDS THAT TELL WHAT ";A$;" DOES."
110 PRINT "AGAIN, ENTER THE WORDS ONE AT A TIME."
120 INPUT C$: INPUT CC$: INPUT CX$
130 PRINT "ENTER A PHRASE OR SENTENCE ABOUT ";A$;".":INPUT D$
140 PRINT "ENTER A SYNONYM FOR ";A$;".":INPUT E$
150 CLS: PRINT "HERE IS YOUR POEM:"
160 PRINT:PRINT A$;" BY "; N$
170 PRINT:PRINT A$
180 PRINT B$;", ";BB$
190 PRINT C$;", ";CC$;", ";CX$
200 PRINT D$
210 PRINT E$
220 PRINT:PRINT"NICE WORKING WITH YOU, ";N$;"..."
230 END
```

WRITE ONE OF YOUR POEMS HERE: _____

_____

_____

_____

_____

_____

_____

_____

_____

* This program will run on Apple computers. You must substitute CLS for HOME in lines 10 and 150. It will also work on Commodore Computers, in lines 10 and 150, change CLS to PRINT CHR$(147) .

YOUR #_____ _____ NAME _____
12

JOB # 55 PERIOD _____ TIDE WAVE DATE DUE / /
Exercise on LINE NUMBERING last date / /

Put the program lines in order as a computer would, then RUN the program in your brain. Output goes on the lines at the bottom. A computer begins to "run" a program from the lowest to the highest number. The SEMI COLON (;) at the end of a line TELLS the computer that the next word will be printed right after. If there is no semi colon, then the computer prints on the NEXT line.? Think about your first Basic JOB to figure out how to output what's in quotations.

```
310 PRINT "BE";
270 PRINT " WIN";
30 PRINT " CAN'T";
370 PRINT " ARE."
230 PRINT " IN";
120 PRINT "IF";
220 PRINT " ISN'T";
90 PRINT " BE";
360 PRINT " YOU";
160 PRINT " THE";
280 PRINT " OR";
70 PRINT "THEN";
140 PRINT " CAN'T";
210 PRINT "IT";
170 PRINT " SUN,";
60 PRINT " HIGHWAY"
100 PRINT "A ";
320 PRINT "THE ";
250 PRINT "THAT ";
350 PRINT " WHATEVER";
290 PRINT " YOU";
330 PRINT " BEST";
150 PRINT " BE";
10 PRINT " IF";
80 PRINT " JUST";
110 PRINT " TRAIL."
40 PRINT " BE";
190 PRINT "A ";
200 PRINT " STAR."
130 PRINT " YOU";
240 PRINT " SIZE";
50 PRINT " A";
180 PRINT " BE";
260 PRINT " YOU";
20 PRINT " YOU";
300 PRINT " FAIL,"
340 PRINT " OF";
```

BASIC
BONUS POINTS DATE DUE / / last date / /

This program will show you the use of a FOR ....NEXT statement. You never have a FOR without a NEXT, or a NEXT without a FOR.

The computer repeats what is between the FOR and NEXT the number of times specified after the keyword FOR. If there is nothing to repeat between the FOR and NEXT, the computer just counts to itself the number of times designated in the FOR statement. This is called a TIMING LOOP.

Type in the following program. Notice in line 40 are the EYES. YES, there are 2 FACES in this program! Please be creative and add a line to give the poor man a chin. Create your own chin. Also, you may want to give him a different "hair style." Be imaginative, check the symbols available on the keyboard.

The filename is FACE. Remember to press <ENTER> after each line.

```
  5 REM  Your Name   FACE    date
  6 REM
 10 FOR X = 1 TO 10
 20 CLS
 25 PRINT
 30 PRINT"          //////"
 40 PRINT"          (. .)"
 50 PRINT"         (  <  )"
 60 PRINT"           (-)"
 70 FOR  Z = 1 TO 200 : NEXT Z
110 CLS
120 PRINT
130 PRINT"          //////"
140 PRINT"          (+ +)"
150 PRINT"         (  >  )"
160 PRINT"           (@)  help !"
170 FOR Z = 1 TO 200: NEXT Z
180 NEXT X
190 END
```

Press F2 to RUN this program. If there are errors, fix them. Run the program a few times. Remember: F1 <E> to see a LIST of the CODE.

DO NOT PUT SPACES IN THE FILENAME. SAVE "FACE" Type NEW <E>

At the end of the six weeks this program will be graded on your diskette for Bonus Points.

BASIC
BONUS POINTS DATE DUE / / last date / /

Add line number 5 REM with your name, the filename, and date to ALL of these programs. Line number 6 should also be a REM line. LOCATE is a keyword which locates the cursor at a specific position. Two numbers are needed with the LOCATE keyword, they position the cursor according to the X, Y coordinates on a GRID. Like with graphs.

1. Type this program exactly as it is below.

```
 10 CLS
 20 PRINT "This program will put a star * at the spot on the"
 30 PRINT "screen at the point you tell it to."
 40 ?"You will input a row (# 1-25) or a column (# 1-80)"
 50 INPUT "Which row";R
 60 INPUT "Which column";C
 70 CLS
 80 locate R,C:PRINT"*";
 90 FOR X = 1 TO 1000:NEXT X:CLS
100 GOTO 40
```

RUN THE PROGRAM. Save"LOCATE" Type NEW <E>, then type the following program into the computer. Remember REM.

```
 10 CLS
 20 LOCATE 8,14: PRINT "************"
 30 LOCATE 10,15:PRINT "COMPUTING"
 40 LOCATE 12,16:PRINT"FOR THE"
 50 LOCATE 14,15:PRINT "FUN OF IT"
 60 LOCATE 16,14:PRINT"************"
 70 END
```

RUN, Save"LOCATE2" Press F1 <E>

Use the arrow keys to place the cursor on the L of LOCATE in line 20. Be sure the light is off on the NUM LOCK key. USE THE DELETE KEY ON THE NUMERIC KEYPAD and delete the characters up to the P in PRINT. Remember to press ENTER when you finish each line number. Do this with lines 30, 40, 50, 60. Now your program has only Print Statements.

Run the program to see the difference between having LOCATE and not having LOCATE in the program.

Save "LOCATE3" then, type NEW <E>. Type this program into the computer. The filename is SLIP.

```
 10 CLS
 20 For N = 1 to 5
 30 LOCATE N + 1,2 * N
 40 PRINT"S L I P P I N G"
 50 NEXT N
 60 END
```

SAVE"slip" Type NEW <E>. At the end of the 6 weeks, these programs will be graded on your diskette. Check the files to make sure they have all been saved properly....no spaces in the filename.

BASIC
BONUS POINTS DATE DUE / / LAST DATE: / /

A user of a computer other than a micro has to use a PASSWORD to get into the system..... like the code you must give the 24 hour banker. This PROGRAMMING ASSIGNMENT is to write a "Password Program."

This program will call for the user to INPUT the correct password. The computer will compare the password to the password it has been assigned to tell if the INPUT password is the same as the assigned password. If the INPUT is correct, the computer will tell the user to "GO AHEAD!" If the INPUT is not correct, the computer will display on the screen, "HELP ! CALL THE POLICE!"

You should have between 7 and 10 lines in this program. Add a REM line for your name, title and date. Remember to begin by clearing the screen and end with the word END.

Make a hardcopy of your completed and debugged program. Turn the hardcopy in to your teacher.

Save this program on your diskette. Use the filename PASS.

_____# ____PERIOD _____NAME _____
100

WHEN I TYPED *FILES* TO CHECK THE PROGRAMS ON YOUR DISKETTE, I COULD NOT FIND THE ONES CHECKED BELOW:

___PROG1 ___PROG2 ___PROG3 ___PROG4 ___PROG5 ___PROG6

___PIE ___HOLIDAY ___HOLIDAY2 __POEM (5PTS EACH) _____

Misspelled filename(s) that are circled.

-.-

I RAN AND LISTED THE FOLLOWING AND FOUND:

PROGRAM:	PROG___	PROG___	PIE	HOLIDAY___	POEM
EXCELLENT WORK					
CLEVER					
**********	**********	**********	**********	**********	**********
MISSING LINES 5/6					
DOESN'T DO ANYTHING					
FILE NOT FOUND					
ERROR IN LINE #_____					
MUST BE IN COLUMNS					
REMOVE LINE___					
FORGOT LINE					
NOT FINISHED					

TOTAL: _____ + _____ = _____
Possible: 100 Bonus 100

FOR BONUS POINTS, I RAN THE ADDITIONAL ??.BAS PROGRAMS AND FOUND:

NOT FOUND ---	Face	Pass	Locate	Locate2	Locate3	Skip
EXCELLENT WORK						
CLEVER						
MISSING LINES 5/6						
NOTHING HAPPENS						
ERROR IN LINE #						
MISSING LINE #						

YOUR #_____ _____ NAME _____
20

JOB # 60 PERIOD _____ TIDE WAVE DATE DUE / /
last date / /

BASIC COMPUTERESE: Check the BASIC DEFINITIONS in this workbook. Match each Basic keyword or command word on the left with the explanation of what it does on the right. Then decode the message at the bottom by matching the question number to the letter.

____ 1. GOTO
____ 2. RUN
____ 3. PRINT
____ 4. END
____ 5. LET
____ 6. INPUT
____ 7. LIST
____ 8. REM
____ 9. FILES
____ 10. NEW
____ 11. LOAD
____ 12. SAVE
____ 13. IF...THEN
____ 14. CLS
____ 15. READ/DATA
____ 16. FOR/NEXT
____ 17. RESTORE
____ 18. LLIST
____ 19. SYSTEM
____ 20. LPRINT

Y. The statements between the first keyword and the second keyword is repeated as many times as indicated by the first keyword.

R. Makes a hardcopy of what's in memory

M. Ignored by the computer, but listed

W. The computer displays a ? and waits for you to type something in.

N. Transfers a program from disk storage to the computer's memory.

K. Displays program in memory on the screen

E. Stores program in memory on a diskette

S. Allows for re-use of data statements.

T. Stores a variable in a memory location.

L. Sends the computer to any line

D. Clears the screen and cursor goes HOME.

H. Returns to the A>

C. Prints to printer instead of monitor.

I. Shows a list of FILENAMES stored on disk

V. Signals the finish of a program.

O. Keywords used together to store data and recall it

U. Erases whatever program is in memory.

A. Displays messages on the screen.

P. Tests a statement for true or false.

B. Carries out (executes) program in memory

12 4 12 18 16 2 15 14 16 8 3 7 12 17

8 9 17 5 3 7 12 17 5 19 3 5 17 6 19 16 5 19 12 16

13 10 5 12 18 3 17 12 18 17 15 11 13 12 11 20 9 1 17

YOUR #_____ _____ NAME _____
10

JOB # 61 PERIOD _____ TIDE WAVE DATE DUE / /
last date / /

PUNCTUATION AND BASIC LANGUAGE

The statements and their answers are how the computer will intrepret either the punctuation or the computer term. Write the answer in the blank next to the number, then transfer the answers to the blanks at the bottom of the page.

1._____ A semicolon (;) at the end of a PRINT statement will:

B. make the computer go to the next line
Q. tell the computer to wait on the same line

2. ____ A BASIC statement has to have:

B. a line number and at least one keyword
D. an arithmetic problem

3. ____ Which statement will make the computer print the number 84?

N. PRINT 84 T. PRINT 40 + 44

4. ____ Punctuation used to allow more than one Basic statement on a line.

Z. Comma (,) X. Colon (:)

5. ____ PRINT "1 + 3", "2 + 3" will produce which output?

S. 1 + 3 2 + 3 M. 4 5

6. ____ To have the computer display the program in memory you type

V. LIST <E> W. NEW <E>

7. ____ An INPUT statement causes the computer to:

O. look for a DATA statement E. print a ? and wait for you to type something in

8. ____ PRINT 1 + 3, 2 + 3 will give which output?

I. 1 + 3 2 + 3 A. 4 5

9. ____ To allow the user to put information into a running program, you would use the keyword:

D. LET L. INPUT

10.____ To have the computer erase the program in memory you type:

Y. RUN H. NEW

10 7 2 2 5 8 4 2 5 6 5 8 1 9 7 3

1 9 7 3 3 5 8 4 2 5 6 5 8 10 7 2

YOUR #_____ _____ NAME _____

JOB # 62 PERIOD _____ TIDE WAVE DATE DUE / /
History last date / /

HISTORICAL WORD SEARCH

The words listed below all have something to do with the development of computers. Find each word or phrase in the grid. The words appear vertically, horizontally, and diagonally (frontwards or backwards). After you have shaded in the letters of all the words in the list, the remaining letters will spell out a 26 word message about the inventors of the modern computer.

R	A	N	A	L	Y	T	I	C	A	L	E	N	G	I	N	E	S
E	J	O	U	N	I	V	A	C	H	N	N	E	C	K	E	R	P
L	T	T	A	N	D	A	J	O	H	N	I	M	A	U	C	H	I
A	L	R	Y	I	N	C	V	E	N	T	G	E	D	T	H	B	H
Y	E	A	B	A	C	U	S	F	I	R	N	S	T	A	M	C	C
S	L	N	L	E	T	U	P	M	O	C	E	P	U	3	H	R	N
W	L	S	P	O	S	M	E	C	O	M	E	P	6	A	U	T	O
I	E	I	R	R	E	T	U	P	M	O	C	O	R	C	I	M	C
T	1	S	D	9	4	U	6	T	H	E	N	L	U	N	I	V	I
C	E	T	R	E	S	B	L	A	I	S	E	P	A	S	C	A	L
H	I	O	T	Y	R	E	O	F	P	S	R	E	N	N	S	Y	I
M	A	R	K	I	L	U	V	A	B	N	E	I	A	W	A	S	S
R	O	T	A	L	U	C	L	A	C	N	F	C	A	L	L	E	D
T	H	E	E	L	E	C	B	E	I	T	F	R	O	N	I	C	N
U	M	E	R	I	C	B	A	A	M	A	I	N	F	R	A	M	E
L	I	N	T	E	A	G	C	R	A	T	D	O	R	C	A	L	C
U	L	S	H	G	U	O	R	R	U	B	M	A	I	L	L	I	W
J	O	S	E	P	H	J	A	C	Q	U	A	R	D	A	T	O	R

ANALYTICAL ENGINE	UNIVAC	MAINFRAME	COMPUTE
JOSEPH JACQUARD	ENIAC	MICROCOMPUTER	DIFFERENCE ENGINE
CHARLES BABBAGE	MARK I	RELAY SWITCH	BLAISE PASCAL
VACUUM TUBE	IBM 360	CALCULATOR	WILLIAM BURROUGHS
SLIDE RULE	ABACUS	SILICON CHIPS	TRANSISTOR

Now, going from left to right, starting at the top left of the letter grid, write the unshaded letters in order, and you will know who is credited with inventing the modern computer.

_____ _____ _____ _____ _____
_____ _____ _____ _____
_____IN_____AT_____ _____
_____ _____IT_____ _____ _____
_____ _____ _____
AND _____

HISTORY WORKSHEET DATE / / NAME _____

Read pp 20-24 and pp 69-82 in COMPUTER LITERACY THROUGH APPLICATIONS

Match the time and the machine:

1.	_____	Abacus
2.	_____	Slide Rule
3.	1642	_____
4.	_____	Stepped Reckoner
5.	_____	(STEAM ENGINE) Industrial Society
6.	_____	Difference Engine
7.	1886	_____
8.	1890	_____
9.	_____	ABC
10.	1944	_____
11.	_____	ENIAC
12.	1951	_____(1ST commercial Computer)
13.	_____	PDP5
14.	1964	_____
15.	_____	Altair 8800
16.	1976	_____
17.	1977	_____
		_____
		_____

MATCH THE GENERATION, ELECTRONIC DEVICE USED AND THE YEAR.

GENERATION	DEVICE	YEAR
PRE Electronics	_____	1944
First	_____	_____
_____	_____	1958-1967
Third	_____(IC)	_____
Fourth	_____	1971-198?

MATCH THE MAKER AND WHAT THEY'RE KNOWN FOR

MAKER	KNOWN FOR
1. Blaise Pascal	_____
2. _____	Stepped Reckoner
3. _____	Analytical Engine
4. Jacquard	_____
5. _____	Tabulating Machine
6. _____	Father of Modern Computers
7. Lady Ada Lovelace	_____
8. Howard Aiken	_____
9. John Atanasoff,C. Berry	_____
10. _____	ENIAC
11. Mauchley and Eckert	_____
12. Digital Equip. Corp.	_____
13. IBM	_____
14. Jobs and Wozniak	_____
15. _____	Cray 1

MATCH THE KIND AND THE BRAND NAME

KIND	BRAND NAME
1. Super	_____
2. Mainframe	_____
3. Mini	_____
4. Micro	_____
_____	_____

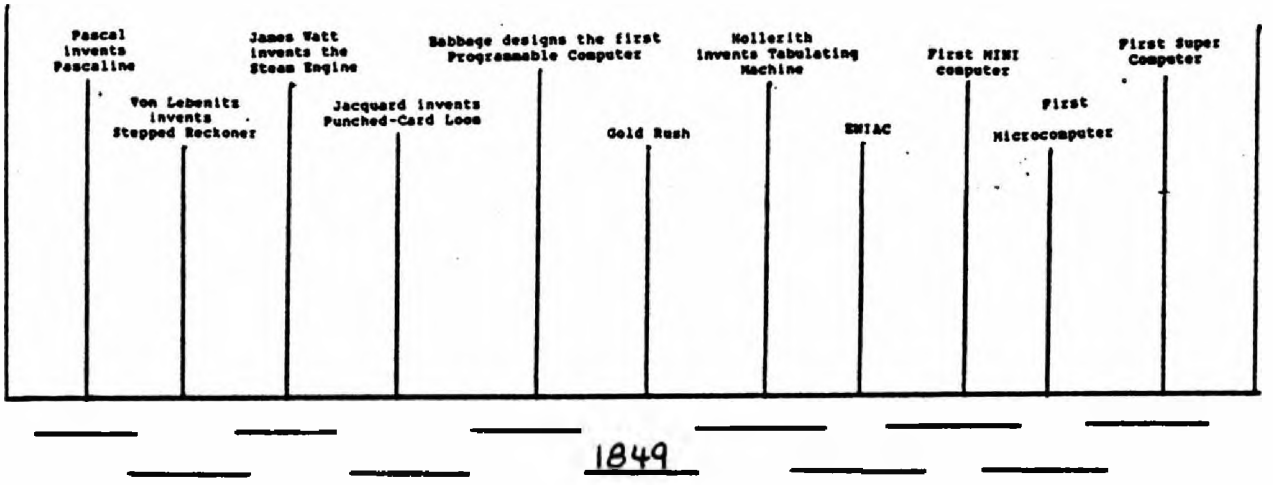
MATCH THE USERS AND THE KIND

Number of users	Kind
1. 100's	_____
2. _____	Mainframe
3. over 10	_____
4. _____	Micro

YOUR #_____ _____ NAME _____

JOB # 64. PERIOD _____ TIDE WAVE DATE DUE / /
TIME LINE p.69-83 last date / /

USE YOUR NOTES AND THE TEXTBOOK TO COMPLETE THE TIME LINE THEN ANSWER THE QUESTIONS USING IT.



1. How many years after Charles Babbage conceived the first programmable computer was the micro computer invented?_____

2. In what year did Jacquard invent the punched card loom?_____

3. How many years betwen the invention of ENIAC and the invention of the first microcomputer? _____

4. Which was invented first, the mini computer or the microcomputer? _____ How many years separated these inventions? _____

5. Which came first the stepped reckoner or the tabulating machine? _____

6. When did Herman Hollerith invent his Tabulating Machine? _____

7. When was the Super Computer invented? _____ Was this before or after the Microcomputer? _____

8. What was significant about 1769? _____

9. Why was what happened in 1849 an event which encouraged computers? _____

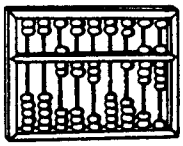
YOUR #_____ _____ NAME: _____

JOB # 65 PERIOD _____ TIDE WAVE DATE DUE / /
last date / /

EARLY COMPUTER HISTORY

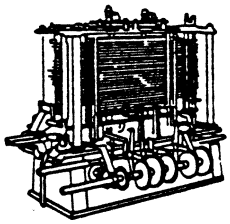
Each box below contains a picture of an early computing machine.
Use the encyclopedia or other books to
find information about each machine.
The first one is done for you.

ABACUS



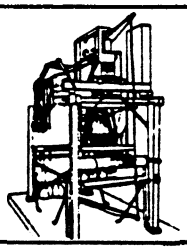
Date: AROUND 2600 BC.
Inventors: CHINESE AND EGYPTIANS
How it worked: BEADS WERE MOVED UP AND DOWN RODS TO ADD AND SUBTRACT.

ANALYTICAL ENGINE



Date: _____
Inventor: _____
How it worked: _____

JACQUARD'S LOOM



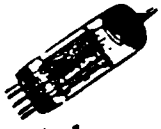
Date: _____
Inventor: _____
How it worked: _____

LA PASCALINE

Date: _____
Inventor: _____
How it worked: _____

MATCH THE PART TO THE MACHINE. DRAW A LINE FROM THE PART TO THE MACHINE IT IS USED IN.

PART:



tube

transistor

chip

MACHINE:

microcomputer

ENIAC

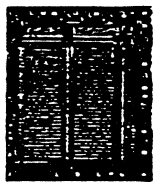
minicomputer

NAME THE COMPUTER PARTS

Look at the pictures below.
Each picture shows a computer part and the date it was first made.
Write the name of each part on its line.

1946 _____

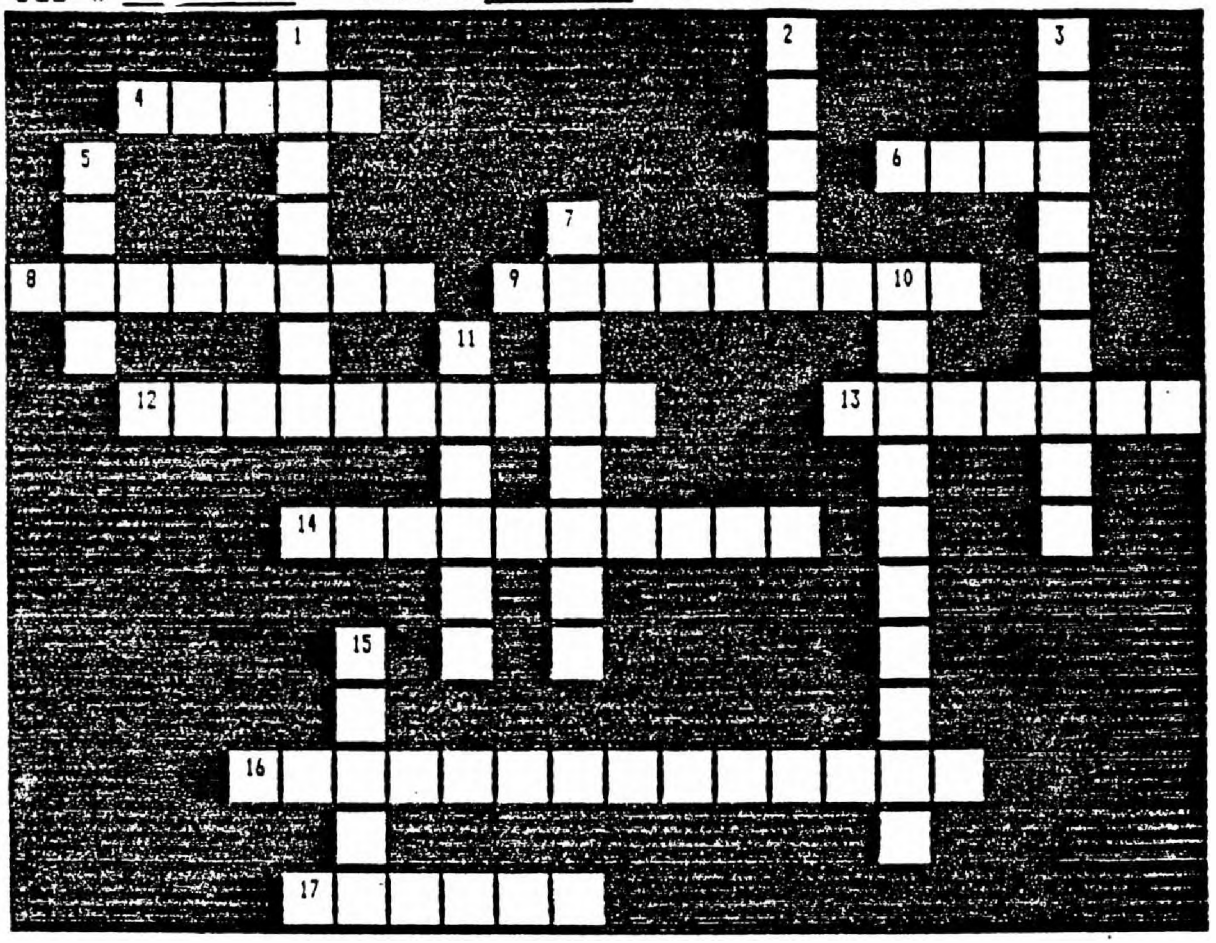
1957 _____



1965 _____

YOUR #_____ NAME _____

JOB # 66 _____ PERIOD _____ TIDE WAVE DATE DUE / /



History

HISTORY pp. 19-24, 69-86

ACROSS:
4. First working electronic computer which used vacuum tubes.
5.6. Computer on which ten or fewer people can work at one time.
8. Man who first used punched cards to get his loom to operate better.
9. Built the census counting Tabulating Machine.
12. IC is the abbreviation for the _X_ Circuit.
13. Built the unsuccessful Analytical and Difference Engines.
14. __x__ Machine, first to use punched cards in USA.
16. Electronic switching device used in fourth generation computers.
17. Capt. Grace __x__ wrote COBOL and found the first "bug."

DOWN:
1. The FATHER OF MODERN COMPUTERS.
2. Most powerful computer at this time.
3. Computer which can be used by 100 people at a time.
5. Man who designed the first Super Comptuer.
7. First COMPUTER PROGRAMER.
10. Electronic switching device used in the second generation computer.
11. Electronic switching device used in the first generation computer.
15. Smallest computer; used by one person at a time.

YOUR #________ ________ NAME ______________________________________

50

JOB # 67______ PERIOD ______ TIDE WAVE DATE DUE / /

(2 pages) last date: / /

CAREER INVENTORY: USE THE INDEX IN THE BACK OF YOUR TEXTBOOK. LOOK UP CAREERS. READ ABOUT EACH CAREER LISTED. DECIDE ON TWO CAREERS YOU MIGHT BE INTERESTED IN. ANSWER QUESTIONS 1-4 FROM YOUR TEXTBOOK.

Put glue here.

1.CAREER TITLE:____

2.WHAT WOULD YOU DO IN THIS JOB? (found in readings)______________

____

____

3. KIND OF TRAINING OR DEGREES NECESSARY FOR THIS JOB. (in readings)

____

4. WHAT KIND OF COMPANIES WOULD YOU WORK FOR? (in readings)

____

./

USE A NEWSPAPER TO FIND A JOB LIKE THE ONE ABOVE. RECORD THE INFORMATION FROM THE AD IN THE SPACES BELOW. CUT THE AD OUT AND GLUE AT THE TOP OF THE SHEET. GET AN ADD THAT ANSWERS ALL THE QUESTIONS.

5. WRITE THE TOP LINE OF THE AD. (from newspaper)

____

6. HOW IS THE SALARY MENTIONED? IF THE PAY ($) IS NOT IN THE AD, HOW DO THEY SAY WHAT THEY PLAN TO PAY? (from newspaper)

____

7. WHAT KIND OF EXPERIENCE IS NECESSARY TO GET THIS JOB? (newspaper)

____

8. WHAT PROGRAMMING LANGUAGE DO YOU NEED TO KNOW AND/OR WHAT SPECIAL COMPUTER EQUIPMENT IS TO BE USED? (from newspaper)

____

9. WHAT ARE THE BENEFITS MENTIONED IN THE AD? (PAID VACATION,ETC) (from newspaper)

____

YOU CAN HAVE ONE FREE BLANK IN #'S 5-9. IF YOU HAVE MORE THAN ONE -25.

10. NAME OF NEWSPAPER ______________________________

11. CITY OF PUBLICATION______________________________

12. DATE PUBLISHED ________________ PAGE NUMBER ____________

YOUR #________ ________ NAME ____
50

JOB # 68______ PERIOD _______ TIDE WAVE DATE DUE / /
(2 pages) last date: / /

CAREER INVENTORY: USE THE INDEX IN THE BACK OF YOUR TEXTBOOK. LOOK UP CAREERS. READ ABOUT EACH CAREER LISTED. DECIDE ON TWO CAREERS YOU MIGHT BE INTERESTED IN. ANSWER QUESTIONS 1-4 FROM YOUR TEXTBOOK.

Put glue here.

1.CAREER TITLE:____

2.WHAT WOULD YOU DO IN THIS JOB? (found in readings)__________________

____

____

3. KIND OF TRAINING OR DEGREES NECESSARY FOR THIS JOB. (in readings)

____

4. WHAT KIND OF COMPANIES WOULD YOU WORK FOR? (in readings)

____

./

USE A NEWSPAPER TO FIND A JOB LIKE THE ONE ABOVE. RECORD THE INFORMATION FROM THE AD IN THE SPACES BELOW. CUT THE AD OUT AND GLUE AT THE TOP OF THE SHEET. GET AN ADD THAT ANSWERS ALL THE QUESTIONS.

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____

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____

9. WHAT ARE THE BENEFITS MENTIONED IN THE AD? (PAID VACATION,ETC) (from newspaper)

____

YOU CAN HAVE ONE FREE BLANK IN #'S 5-9. IF YOU HAVE MORE THAN ONE -25.

10. NAME OF NEWSPAPER ____

11. CITY OF PUBLICATION____

12. DATE PUBLISHED ____________________ PAGE NUMBER ______________

YOUR #________ ______ NAME -69- ________________________________

JOB # 69 PERIOD ______ TIDE WAVE DATE DUE / /
last date / /

DIRECTIONS: FILL IN EACH SQUARE WITH ONE OF THE LETTERS GIVEN IN ITS COLUMN. BY CHOOSING THE CORRECT LETTERS, YOU WILL WRITE A SENTENCE ABOUT COMPUTER CAREERS. NOTE: WORDS BEGIN AND/OR END AT EACH **. TO HELP YOU GET STARTED, FOUR WORDS ARE FILLED IN.

				**	**	E	N	T	R	Y	**	**									
**								**	**		**					**					
**	M	A	C	H	I	N	E	**					**	**	**	A	S	**	**		**
								**	**			**									**
								**	**							**					
**			**	**		**	N	E	C	E	S	S	I	T	Y	**	**	**	**	**	**

T	O	T	E	H	A	T	N	E	S	A	R	D	A	T	E	A	E	N	A	L	S
C	I	A	A	R	T	N	N	T	C	Y	S	S	I	E	A	R	S	N	I	L	Y
D	M	M	M	U	I	E	E		R	U	Y	P	I	N	R	S	S	T	O	R	L
	E	P	C	I	N	E	E			O	C	H	O	T	G		O	K	T	R	
	O	R	P		A	A	L			E			P	P	Y		A			A	
	A	S					R			T											

WORD SCRAMBLE

There are many words that have a special meaning for people who use computers. Some of them are printed below, but their letters are all mixed up. Can you unscramble them? The definition next to each word will give you a hint. The first one is done for you.

1. COORMPRETIMCU MICROCOMPUTER A small computer, about the size of a typewriter.
2. YKDOABRE ____________ The part of a computer that acts like a typewriter.
3. TAAD ____________ Information you give a computer.
4. FRATEWOS ____________ Can be another word for *program.*
5. UBG ____________ A programming mistake.
6. DRIETCOYR ____________ A list of everything stored on a disk.
7. MMRGARPOER ____________ A person who writes computer instructions.
8. DOLA ____________ To move a file or program information from a piece of software to the computer.
9. URCOSR ____________ The flashing mark on the screen that shows where your next keystroke will appear.
10. YMMERO ____________ Where a computer stores data.
11. CAKPUB ____________ A spare copy of a disk.
12. YKISTCOJ ____________ A piece of hardware most often used when playing games.
13. EOMMD ____________ Used to connect a computer to telephone lines.
14. ORMNITO ____________ Another name for a computer screen.
15. NOITPRUT ____________ What you get from a printer.

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YOUR #_____ _____ NAME _____

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p. 241-254 last date / /

1. _ _ _ _ _ _ C _ _
2. _ _ _ _ _ _ _ O _ _
3. _ _ M _ _ _ _ _ _ _
4. P _ _ _ _ _
5. _ _ _ _ U _ _ _
6. _ T _
7. _ E _ _ _ _ _ _ _
8. _ _ R _ _ _ _
9. _ _ _ _ _ _ _ _ S _ _ _ _ _ _ _

10. _ _ _ _ I _ _ _ _ _ _ _
11. _ _ _ _ N

12. S _ _ _ _ _ _ _ _ _ _
13. _ _ _ O _
14. _ _ _ _ _ _ _ C _ _ _ _ _ _
15. _ _ _ _ I _ _ _ _
16. _ _ _ _ E _
17. _ _ _ T _ _ _
18. _ Y _ _ _ _ _ _ _ _ _ _

1. Accountants us the computer to manage company __.
2. A detailed list of the property of a business.
3.Machine that takes close-up pictures using X-rays. Computer Aided __
4. Use computers in Crime Labs.
5. CAI abbreviation.
6. Automated Banker
7. Many different uses.
8. Persons who use the computer to keep records on crop planting and fertilizer use.
9. Used to read Universal Product Code.
10. Computers are used to aid the disabled and __.
11. Country with the largest number of industrial robots.
12. A role in which the user is asked to make realistic decisions.
13. Computer controlled mechanical device.
14. Used by writers and secretaries to type.
15. Design buildings with computer aid.
16. Robots can work where there is __.
17. Use the computer to diagnose illness.
18. A piano like keyboard connected to a computer to make music.

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The words listed below all have something to do with the FUTURE of computers. Find each word in the grid. The words can be found vertically, horizontally and diagonally (frontwards or backwards). After you have shaded in the letters of all the words in the list, the remaining letters will spell out a message about the FUTURE.

I	E	C	N	E	G	I	L	L	E	T	N	I	R
S	Y	N	T	H	E	S	I	S	N	L	T	O	E
A	H	E	F	U	T	U	S	R	A	E	S	S	C
R	T	P	E	C	O	P	C	C	L	S	E	U	O
T	N	W	I	L	I	L	I	H	E	T	A	P	G
I	I	V	E	T	H	N	T	C	E	I	I	E	N
F	R	R	O	W	H	N	O	P	E	D	R	R	I
I	P	S	O	C	N	R	B	R	A	E	L	C	T
C	R	R	E	O	P	E	O	B	T	R	O	H	I
I	E	T	T	O	R	X	R	S	T	C	A	I	O
A	G	K	R	U	E	P	C	A	R	E	E	P	N
L	N	C	T	E	L	E	P	H	O	N	E	L	H
O	I	U	U	S	E	R	H	O	L	D	C	H	E
M	F	O	R	Y	R	T	S	U	D	N	I	E	S

INDUSTRY	EXPERT	ARTIFICIAL	MICROPROCESSOR
TELEPHONE	SYNTHESIS	RECOGNITION	ELECTRONIC
INTELLIGENCE	TECHNICAL	ROBOTICS	CREDITS
SUPER CHIP	FINGERPRINT	FUTURE	

__ __ THE __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ TO __ __ __ __

__ __ __ __ OF __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __.

YOUR #_____ _____ NAME _____

JOB # 72 PERIOD _____ TIDE WAVE DATE DUE / /

MIXED-UP COMPUTER TERMS

Unscramble the letters following each clue to give a word that has something to do with programming or is part of a computer. Put the letter above each numbered blank into the same-numbered blank in the code at the bottom of the page.

1. Programs can be saved on this. SKID — — 12 40
2. Lets your computer communicate through telephone lines. DOMME — 5 — 17 —
3. You can get your output on paper if your computer has this. RENTRIP — — 29 41 16 — —
4. This can make games more fun. KOSTJICY 36 6 27 — 15 — — 32
5. Extras that you can tie into your computer. RIPHEPSLARE — 18 — — — 2 — — 11 — 13
6. The part of a computer that is a lot like a typewriter. YEBKRADO 33 19 28 — 7 — 39 —
7. The instructions for the computer to follow. GARMROP — — 8 38 — 10 —
8. The plan that explains what a program will do. WOLFRATCH 23 35 9 1 — 3 — — —
9. The list of choices that a computer (or a restaurant) gives you. UNME — 21 — 24
10. A small piece of silicon with paths for electricity to move around on. CORIMPCHI 22 — 31 — — — 4 — —
11. Peripheral that lets you draw on the computer screen. THILG EPN 34 30 — — 14 — — 26
12. Fix the errors in a program. UDBEG — 20 37 25 —

1 2 5 3 10 12 14 2 17 22 6 13 15 23 24 41

1 4 18 26 27 5 25 16 29 31 32 34 19 11

22 25 35 20 ? 3 20 22 10 27 21 26 36 7 28

29 15 ' 37 24 14 28 8 25 ' 34 34 38 21 14 10

37 30 38 38 17 39 33 30 31 40 9 24 15 9 23

30 16 !

YOUR #_____ NAME _____

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DIRECTIONS: BELOW ARE SOME CODED STATEMENTS ABOUT COMPUTERS YOU SHOULD KNOW IN ORDER TO BE COMPUTER LITERATE. FOR EACH CODE, A WORD IS IDENTIFIED FOR YOU, BEGIN FROM THERE TO SOLVE THE PUZZLE.

CODE # 1....

] $ - # / ? ,] * ? @ & , * [ ] > - [\ &] # =] , =

L O O K S

/ & , ? $ & # \ % $ * & & > @ * ? > -] + & / " % $ - #

SAME CODE AS ABOVE:

$: - \ #] ? , @ &) $: - + & / " % $ - # ? @ $: -

+ - , $ #] * " # & + - @ @ ? , " % , ? $

CODE # 2.....

/ * [ ]] + : / % * + \ = [\ < ? ^ & = (+ * <

R E P E A T S

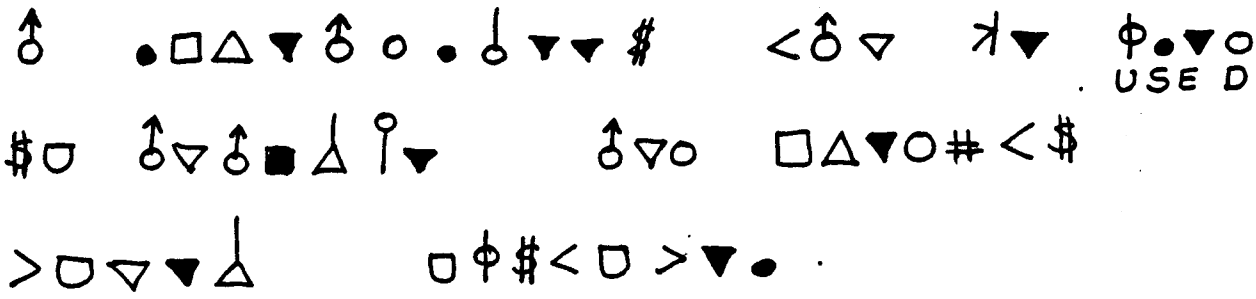
* < % < + = ? ($ + = ^ : < $ + ? +] * < + / 1

] < + * : < /

CODE # 2...

? ^ & = (+ * < = $ + = = < + \ $ < ? + ? } [ ]]

[? \ +]] < / + = , = ^ * [+] % * ^ # * + >



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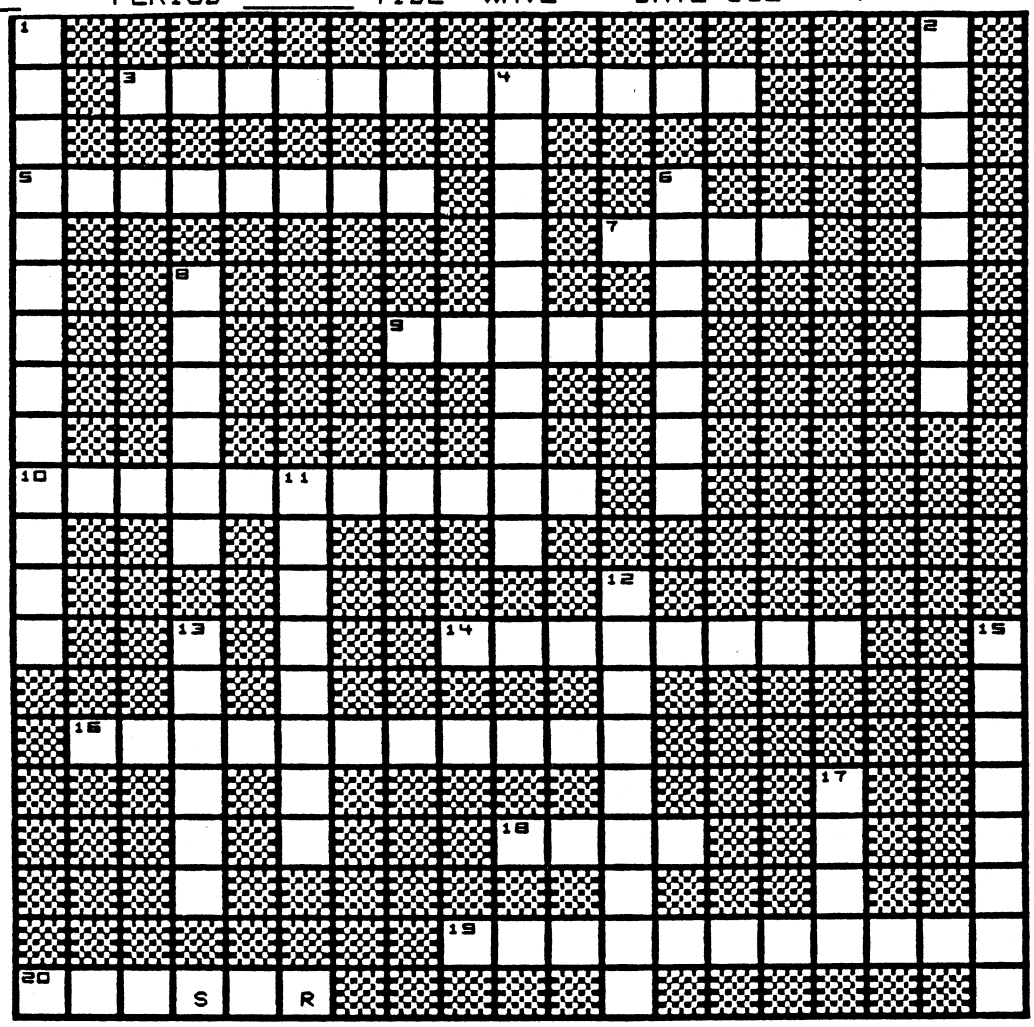
DESKMATE



ACROSS CLUES

3. A spreadsheet allows for analysis and math __x__.
5. The name of the Applications Software used on the Tandy 1000.
7. The intersection where a row and a column meet in a spreadsheet.
9. The moving up of the text on the screen when the bottom line of the screen has been filled.
10. A program that can be used to create a personal budget.
14. Title given to a word processing document to identify it.
16. The application software that takes the place of accounting books.
18. A list of functions that a computer can perform using a certain software.
19. A program that allows a computer to do a specific job, such as word processing.
20. A spot of light on the computer screen that indicates the exact place the next character will be

DOWN CLUES

1. An application software that acts like a typewriter but allows for instant correcting of errors.
2. Any key on the keyboard that does not produce a letter, number or special symbol.
4. Word processors will soon take over the job of __x__s in the offices.
6. In a word processor, you are in this mode when you type over characters to change them.
8. The "temporary" memory area or storage area for data in a word processor.
11. Application software that acts as a filing cabinet does.
12. The MARKER in a spreadsheet can be recognized because it is a highlighted __x__.
13. A spot of light on the screen that shows the exact spot where the next character will be.
15. Anything written with a word processing program.
17. To make changes in a document using the capabilities of a word processing program.

YOUR #_____ NAME _____

JOB # 75 PERIOD _____ TIDE WAVE DATE DUE / /

EVALUATING A COMPUTER MAGAZINE

CHOOSE ONE COMPUTER MAGAZINE AND EVALUATE IT CAREFULLY.

1. NAME OF MAGAZINE: _____

2. VOLUME _____ NUMBER _____ DATE PUBLISHED _____

3. PUBLISHING COMPANY: _____

4. WHO ARE THE INTENDED READERS? (for example: students)

_____

PICK ONE ARTICLE. READ IT ALL. ANSWER 5, 6 & 7 ABOUT THE ARTICLE.

5. Title of article: _____

6. How would you evaluate the writing style? (for example: wordy)

_____

7. What is the article about? _____

_____

_____

8. WHY IS THIS MAGAZINE PUBLISHED? or WHAT IS THE PURPOSE OF THE MAGAZINE?

_____

_____

_____

9. HOW WOULD YOU EVALUATE THE ARTICLE ILLUSTATIONS, NOT THE ADVERTIZEMENTS. Check those that apply, there may be more than one.)

___ TOO MANY ___TOO FEW ___JUST ENOUGH
___ USEFUL ___JUST DECORATIVE ___ JUST RIGHT
___ TOO TECHNICAL ___ NOT TECHNICAL ENOUGH

10. What are the magazine's best features? (there must be something)

_____

_____

11. What are the magazine's worst features? (there must be something)

_____

_____